



Ministry
of
Education

Chris Ward, Minister
Bernard J. Shapiro, Deputy Minister

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Independent Learning Centre

Student Guide 1988-89

Correspondence
Education



Important

Read this guide before applying for a course from the Independent Learning Centre (ILC). The ILC staff are ready to help you; however, you are responsible for choosing your courses.

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For information about the services described in this guide, phone, write to, or visit:

Independent Learning Centre
909 Yonge Street
Toronto, Ontario
M4W 3G2

Telephone numbers:

Toronto area: (416) 965-2657
Toll-free (most Ontario areas):
1-800-268-7065

Toll-free (area code 807 only): call the
operator and ask for Zenith 65030
FAX number: (416) 965-7644

Office hours:

8:30 a.m. to 5:00 p.m.
Monday to Friday

In addition to the services described in this guide, the Independent Learning Centre provides the services listed below.

Courses for Students Under Sixteen

ILC courses may be available to Ontario residents of compulsory school age who are unable to attend school for three months or more because of:

- extended illness;
- isolated location in Ontario; or
- temporary residence outside Canada.

A Supervised Alternative Learning for Excused Pupils (SALEP) Committee may contract the services of the Independent Learning Centre on behalf of students legally exempted from secondary school.

Sale of Learning Materials

Individuals or groups may purchase selected ILC learning materials. It is important to remember, however, that ILC does not provide textbooks, lesson evaluation, tutoring, tests or testing, certification, or marking guides for the courses that are sold.

Access ILC

Access ILC is a learning centre in Toronto that offers ILC students a place to study, as well as resources for working on computer-managed and other enhanced programs as they become available.

For further information about these services, refer to the following pamphlets or brochures which can be obtained from the Independent Learning Centre: *Students Under Sixteen*, *ILC Sales*, and *Access ILC*.

The following additional pamphlets are also available from ILC:

Give Yourself Credit

This pamphlet briefly describes the program and services that ILC offers to adults.

English As a Second Language and Adult Basic Literacy

These pamphlets describe courses in the ILC Adult Basic Education program (see page 20) and provide information on the role of the volunteer tutor.

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Part I

General Information

Part I

General Information

Independent Learning: Is It for You?

Some Facts About the ILC Service

Free courses

- You can enrol in an ILC course free of charge.
- Lessons, textbooks, and most other supplies are sent to you on loan. You return them when you complete the course, or if you decide not to continue with it.
- For most courses, all you pay for is the postage to mail your assignments to your teacher.

Qualified teachers

- Your lesson assignments are marked without charge by an experienced Ontario teacher. Your teacher gives you help and encouragement on a one-to-one basis.

Information and advice

- You can get advice about courses and credits.
- You can get help in planning for your educational goals.
- You can phone, write to, or visit our office. The telephone numbers and address are on page 1 of this guide.



Who May Enrol?

Adults who:

- are over the age of 16;
- reside in Ontario;
- are Canadian citizens or landed immigrants, or are in Ontario on a work visa, a diplomatic visa, or a ministerial permit; and
- do not attend a day school.

If it is less than three months since you left day school, you must have a recommendation from the principal of your last school. Send it with your application.

Students now attending day school who:

- have completed 14 credits before applying;
- are not able to take the course at school; and
- have the signed approval of their ILC day-school facilitator.

For more information about enrolment in the day-school program, see page 18.

Ontario residents living temporarily outside the province who:

- will be outside Ontario for not less than three months and not more than three years.

See page 18 for information about enrolment of adults in secondary courses while outside Ontario.

Note: The pamphlet *Students Under Sixteen*, available from the Independent Learning Centre, provides information about the eligibility of, and enrolment procedures for, children of compulsory school age who are not attending school in Ontario. See page 1 for the telephone numbers and address of the Independent Learning Centre.

Why Do People Take ILC Courses?

- to upgrade basic skills
- to earn a diploma
- to prepare for college or university
- for interest or enjoyment
- for lots of other reasons

Who Are the ILC Students?

- homemakers
- retired people
- workers
- single parents
- job seekers
- and many others

You could be a student too.

What Do Students Like About Independent Learning?

- They can study when and where they wish.
- They can start a course or finish it at any time of the year.
- They can work at their own pace.
- They can choose subjects that suit their career plans and their own needs and abilities.
- Learning by correspondence is between the student and his or her teacher. It's private and confidential.
- Courses are free.
- Most courses can be used for credit towards a diploma.

Will Independent Study Suit Your Needs?

Here are some answers to questions you may ask.

How does it work?

To complete a correspondence lesson you start by reading and studying the lesson on your own. Each lesson has a number of assignments. When you feel you understand the lesson, you complete the assignments and mail your work to your teacher. Your teacher is assigned to you when you enrol.

Are there any deadlines?

It is up to you how often you send in a lesson. You may have a lot of spare time or you may be very busy with a job and a family or other duties. In either case, you should try to send in assignments regularly. This helps you to remember the work in the lessons you have completed.

What does the teacher do?

Your teacher reads your lesson and grades the assignments. He or she makes comments and suggestions and returns your lesson directly to you. When you get a lesson back, you should study all your teacher's comments. They are an important part of your lesson.

What happens if you can't understand part of your lesson?

You can telephone for help. At certain times during the week you can call ILC on a toll-free line. A teacher will be there to help you with your problem. Information about this service is sent to you when you enrol.



Some Questions to Think About

- You will probably need at least 120 hours to complete one twenty-lesson, full-credit course or 60 hours for a ten-lesson, half-credit course. Can you give that much time?
- If you can allow yourself the time (six to ten hours) to complete one lesson each week, it will take about six months to do a twenty-lesson course. Is this too long a time for you?
- When you complete one lesson, you mail the assignments to your teacher and start the next one. It takes time for you to receive the results of your work and the feedback from your teacher. Will this wait bother you?
- Studying is work and takes energy. Do you still have energy to use in studying after your other activities?
- Regular study habits help. Can you set aside a regular time for working on your own?
- Other ways of learning are available. Have you thought about day school, night school, or continuing education?
- Independent learning means working on your own. Are you ready to be an independent learner?



How to Choose Your First Course

The following information (pages 8-9) applies to credit courses.

If you would like to improve your reading skills or if you know someone who would like to learn to read and write, you may want to look at the non-credit courses listed under Adult Basic Education (page 20).

Levels of Difficulty

Secondary (high school) courses are offered at three levels of difficulty. When you choose an ILC course, you must decide on the level of difficulty you prefer. The three levels are:

- **Basic level**

Did you finish Grade 8 or less in school? Were you enrolled in courses at the basic level in secondary school? If so, you may want to start with one of these courses. They will give you upgrading in most subject areas, teach you practical skills, and widen your knowledge. They will prepare you for a job. They will also prepare you to train for a trade. Students who wish to continue their education beyond Grade 12 should take general or advanced level courses.

- **General level**

These courses prepare you to enter the job market. They also give you the background you need to enter some programs at a college of applied arts and technology and many other types of education following secondary school. They do not, however, prepare you for university.

- **Advanced level**

These courses focus on the development of academic skills and prepare students for entry to university or to certain programs at a college of applied arts and technology. These are the most demanding courses offered.

What is the level of difficulty of the course you are thinking about? It's sometimes hard to move from a basic level course to a general level course or from a general level course to an advanced level course. You may need more background to enrol in a course at a higher level of difficulty. The ILC counselling staff will be glad to answer any questions you may have about this.

It's easy to find the level of difficulty you're looking for. See the course descriptions starting on page 26. Courses in each subject area are listed by level of difficulty.

What Are Your Goals?

1. What would you like to study?
You are more likely to succeed in a course you enjoy. Be sure it also meets your needs.
2. Is your goal a diploma? Will the course bring you closer to your goal? No credit is given for completing a course that has the same content as one you studied before.
3. Is your goal in enrolling to improve your chances for employment or promotion? Will this course help?
4. Many students do not want to earn a diploma or train for a job. They simply wish to learn more about a certain subject. This can be a good reason for choosing a course.
5. Study the course descriptions on pages 26 to 82. You may come across a course you have never heard of – and it may suit your needs.
6. You are responsible for making sure that the course you choose will meet your own needs – earning a diploma, postsecondary preparation, employment training, or recreation.

If you need more help, phone or write to the Independent Learning Centre for advice. The telephone numbers and address are listed on page 1.

How to Apply for Your First Course

The following information (pages 9-10) applies to credit courses.

1. Be sure you have the correct application form. For most adults, it's Form C, printed on yellow paper.
2. Answer carefully all the questions on the form. You may have to refer to this guide for help.
3. Be sure that you enter your first and second choice of courses in the correct place on Form C. We ask you to give a second choice in case we can't enrol you in your first choice. You will be enrolled in one course to start. When five lessons have been graded, you may phone to request a second course.
4. Be sure that you have filled in the correct course code. See Course Codes and Credits, page 10.
5. Be sure to sign the form.
6. Mail or bring your application form to the Independent Learning Centre (the address is on page 1 of this guide).

Course Codes and Credits

All schools use standard five-character codes and names to identify individual courses. The Independent Learning Centre uses a sixth character to identify the edition of the course.

An example of a course heading from our course description section will help you understand course codes and credit value.

Consumer Studies

Course code: **BCS 2 G-M**

Grade 10

1/2 credit

- 1** The first three characters of the course code are letters. They refer to the name of the course.
- 2** The fourth character is a number and refers to the grade of the course.
 - 1 - Grade 9
 - 2 - Grade 10
 - 3 - Grade 11
 - 4 - Grade 12
 - 5 - Grade 13
 - 0 - Ontario Academic Course (OAC)*BCS2G-M is a Grade 10 course.
- 3** The fifth character is a letter and refers to the level of difficulty.
 - B - basic level
 - G - general level
 - A - advanced levelBCS2G-M is a general level course.
- 4** The sixth character is a letter and refers to the edition of the course. BCS2G-M is the first half of the Grade 10 Consumer Studies program. Its follow-up is BCS2G-P.
- 5** Each ILC course is worth one credit, one-half credit, or one-quarter credit. Each time you complete a course successfully you earn one credit, one-half credit, or one-quarter credit.

A course worth one credit has twenty lessons. A course worth one-half credit has ten lessons. A course worth one-quarter credit has five lessons. BCS2G-M is a ten-lesson course worth one-half credit.

To learn how credits may be added up to earn a diploma, see pages 14 and 15.

Mature students may be granted equivalent credits towards the Secondary School Graduation Diploma or the Ontario Secondary School Diploma. For more information, see page 14.

*For a definition of OAC, see University Entrance on page 16.

Part II

Information About Certificates, Student Records, Tests, and Diplomas

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Information About Certificates, Student Records, Tests, and Diplomas

Certificates of Completion

When you successfully complete a correspondence course, you receive a Certificate of Completion. This certificate states the credit value of the course and your final mark.

Student Records

The Ontario Student Transcript is the record of a student's educational achievement. If you need a transcript of marks for courses which you have completed with the Independent Learning Centre, you can ask the ILC Registrar to issue an Ontario Student Transcript. It will include your final marks and the credit value of the courses. You can also request a progress report for a course in which at least half the lessons have been completed and graded.

If you are an ILC student who is also attending day school, you must obtain progress reports and the Ontario Student Transcript from the school you are attending. Your day-school program facilitator will be notified of your final marks for any correspondence courses you have completed.

Tests

If you are taking a Grade 11, 12, or 13 course or an Ontario Academic Course, you must complete successfully a final test as well as the lesson assignments in order to earn credit. Students who complete an advanced level Grade 9 or 10 course after August 31, 1989, will also be required to pass a final test in order to earn credit.

In most courses, the final test and the lesson assignments are given equal weight in the final mark (exceptions are noted in the course descriptions). Students who complete their lessons carefully usually find the test very straightforward.

If you live outside the Toronto area, you will write tests in your own area with an ILC test supervisor. If you live in Metropolitan Toronto, you will write your final tests at the Independent Learning Centre, 909 Yonge Street, Toronto. Information about the details of the test is sent before you are required to write it, and you select the time that will be convenient to you.

Students over fifty years of age are not required to write tests except in Ontario Academic Courses.



Through the annual ILC Awards Program, the Independent Learning Centre honours its outstanding students.

Diplomas

Diploma requirements for all Ontario schools are set by the Ministry of Education. If your aim is to earn a diploma, the ILC staff will work with you to plan a program that meets all the requirements.

An assessment of your educational standing with regard to the diploma requirements is made after you have completed your first ILC course. In order that the Registrar of the Independent Learning Centre may make this evaluation, you must submit all your educational records to ILC. Since it may take time for you to obtain these records from your previous schools, you should request them before you complete your first course.

Important information for mature students

If you are a mature student, that is, you are at least eighteen years of age and you have been out of school for a period of at least one year, you may be granted equivalent credits for the following:

- maturity and length of time out of school (up to twelve credits);
- completion of courses that are normally not considered secondary school subjects;
- successful completion of each period of an apprenticeship training program.

Equivalent credits are added to the other credits you earn. However, no matter how many equivalent credits are granted, you are still required to complete additional courses before a diploma can be issued.

Equivalent credits may replace some of the compulsory credits for the Secondary School Graduation Diploma or the Ontario Secondary School Diploma.

Equivalent standing may apply only towards completion of the Secondary School Graduation Diploma or the Ontario Secondary School Diploma.

For information about these diplomas, see below.

The Secondary School Graduation Diploma (SSGD – Grade 12)

To qualify for this diploma, you must earn twenty-seven credits through public or private day schools, night schools, continuing education programs, the Independent Learning Centre, or a combination of these. This diploma will be issued until August 31, 1989, and then it will be replaced by the Ontario Secondary School Diploma.

The Secondary School Honour Graduation Diploma (SSHGD – Grade 13)

To qualify for this diploma, you must earn six Ontario Grade 13 or Ontario

Academic Course (OAC) credits. No equivalent or maturity credits may be applied towards this diploma. The Secondary School Honour Graduation Diploma will be issued until August 31, 1990, and then it will be replaced by the Ontario Secondary School Diploma.

The Secondary School Graduation Diploma is not a requirement for the Secondary School Honour Graduation Diploma or for enrolment in a Grade 13 course or an OAC.

The Ontario Secondary School Diploma (OSSD)

All students entering Grade 9 in September 1984 or later study for this new diploma. After 1990 it will be the only diploma offered in Ontario secondary schools. You qualify for this diploma by earning thirty credits, of which sixteen are compulsory.

Credits required for the Ontario Secondary School Diploma

<i>Compulsory courses</i>	<i>Number of credits</i>
English/français	5
French/anglais	1
Mathematics	2
Science	2
Canadian history	1
Canadian geography	1
Arts	1
Physical and health education	1
Business/Technological studies	1
Social science (Senior Division)	1
<i>Total compulsory credits</i>	<i>16</i>
<i>Elective credits</i>	<i>14</i>
<i>Total:</i>	<i>30</i>

If you leave school before you earn the Ontario Secondary School Diploma, you may be eligible for a *Certificate of Education*. You must have earned at least fourteen credits – six compulsory and eight elective credits.



Further Information

If you earn, through ILC, your last credit for the SS GD, the OSSD, or the SSHGD, the Independent Learning Centre will issue the diploma, unless you have requested that the diploma be issued by the school last attended.

The Independent Learning Centre reports to the Ministry of Education all diplomas and Grade 13 and OAC credits which have been awarded to ILC students.

Do you have a question about your diploma requirements? Call the Independent Learning Centre (see page 1 for telephone numbers) and ask for a counsellor.

ILC will assess the records of students who previously studied outside Ontario to determine what additional requirements they must meet to qualify for an Ontario diploma.

University Entrance

Grade 13 subjects and Ontario Academic Courses (OACs) prepare students for university entrance. Ontario Academic Courses are advanced level courses which will in future be required for admission to university. Ontario Academic Courses will eventually replace all Grade 13 subjects. Grade 13 and OAC credits may be included in the requirements for the SSHGD or OSSD or may be studied independently. The recommended background or prerequisite for each of these courses is listed with its course description.

If you are planning to attend university, you should:

- contact the university to determine the specific entrance requirements for the program you wish to take;
- contact an ILC counsellor if you need help in planning a suitable program of study.

After a Diploma, What Next?

Horizons, a guide to educational opportunities in Ontario beyond secondary school, is available from the Ministry of Colleges and Universities. This booklet describes different types of postsecondary educational institutions in Ontario and provides detailed information about the courses and programs available.

For a copy, call or write to:

Ministry of Colleges and Universities
Public Enquiries Unit
Queen's Park
Mowat Block, 13th Floor
Toronto, Ontario
M7A 1L2

Toronto area: 965-6407
Toll-free (most Ontario areas):
1-800-268-7501

Part III

Special Groups

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1. Introduction

2. The Group

Part III

Special Groups

The Day-School Program

A day-school principal may contract the services of the Independent Learning Centre for students attending day classes. A principal requesting this service must appoint a day-school facilitator. Students who wish to enrol in an ILC course must apply through this facilitator, using Application Form D. Eligible students will be enrolled in one course at a time. The facilitator is responsible for ensuring that students are carefully screened, that pacing contracts are established, and that progress is monitored regularly.

Ontario Residents Temporarily Living Outside Ontario

Introduction

This section applies to persons who normally live in Ontario but are leaving the province temporarily – for a minimum of three months and a maximum of three years.

Applicants who are leaving Canada must supply the name and address of an Ontario resident who will be responsible for forwarding books,

lessons, and marked assignments. The complete duties of this liaison person are outlined at the time of the student's enrolment. Please contact the Independent Learning Centre to discuss plans with a counsellor well in advance of leaving the country.

Adults

An adult normally resident in Ontario but temporarily residing outside this province is eligible to enrol in secondary courses. To enrol, an applicant should complete Application Form F and submit it, along with an up-to-date school record, well in advance of the time of leaving the province.

Students Under Sixteen

Information about the enrolment of these students can be found in the pamphlet *Students Under Sixteen*, available from the Independent Learning Centre. The telephone numbers and address are on page 1.



Part IV

Descriptions of Non-credit Adult Basic Education Courses

Part IV

Descriptions of Non-credit Adult Basic Education Courses

Adult Basic Education

Adult Basic Education includes three types of courses: Adult Basic Literacy, English As a Second Language, and Adult Basic English. The first two require that the student have someone to act as volunteer tutor; the third is intended for adults who are able to work on their own to improve their English reading and writing skills.

A volunteer tutor can be anyone interested in helping the student learn to speak or read and write English. To act as a volunteer tutor, a person does not need any special skills. A volunteer tutor is expected to:

- read the course descriptions that follow to the student;
- help the student enrol in the course of his or her choice;
- receive the course materials on behalf of the student;
- work through the lessons with the student;
- provide the student with encouragement and practice.

A person interested in becoming a volunteer tutor to someone who wants to learn to read and write should read the section on Adult Basic Literacy on page 21. For information on helping someone who wants to learn to speak English, a potential tutor should read the section on English As a Second Language (page 22).

It should be noted that all the courses listed under Adult Basic Education are non-credit courses. Non-credit courses have the designation “9N” as part of their code. The designation does not mean anything; it simply shows that the courses are non-credit.



Adult Basic Literacy

Adult Basic Literacy is designed specifically for adults who want to learn to read and write and who have someone to act as a volunteer tutor.

The volunteer tutor should read the following course descriptions to the student. To request enrolment in the course the student chooses, the tutor should complete an ESL/ABL Application Form and return it to the Independent Learning Centre.

There are two Adult Basic Literacy courses: Adult Basic Literacy, Part One and Adult Basic Literacy, Part Two. Each course has eight lessons.

Each lesson has two parts: the tutor/student guide and the student book. There is an audio cassette tape for each part. The tutor/student guide and tape provide an introduction to each lesson, as well as suggesting ways for the student and tutor to work together on the lesson. The student book and tape provide the reading material and exercises for the student.

Note: A volunteer tutor is required for these courses.

Adult Basic Literacy, Part One

Course code: ABL9N-1

Non-credit

There are eight lessons in this course. In each lesson, you will be able to develop and practise your reading and writing skills.

In the first four lessons you will find an introduction to reading: What is it? What makes it easy? What makes it hard? As you practise reading in the next four lessons, you will learn more about yourself, about your body, and about staying healthy.

Recommended background: none

Text: none

Equipment: You must have access to a cassette tape player.

Adult Basic Literacy, Part Two

Course code: ABL9N-2

Non-credit

In this course, you will continue to improve your reading and writing skills. You will read about famous people and unusual events. You will also practise skills that you can use in your day-to-day life.

Recommended background: Adult Basic Literacy, Part One

Text: none

Equipment: You must have access to a cassette tape player.

English As a Second Language

The two English-As-a-Second-Language (ESL) courses are designed for adults who speak little or no English and who have someone to act as a volunteer tutor.

The tutor should read and explain the following course descriptions to the student. To request enrolment in the course the student chooses, the tutor should complete an ESL/ABL Application Form and return it to the Independent Learning Centre.

Both ESL courses use audio cassette tapes and student workbooks. The tutor helps the student work through the lessons and provides the student with conversation practice.

A qualified ESL teacher, appointed by ILC, provides professional instruction. The teacher evaluates the assignments and has regular telephone conversations with the student.

Note: A volunteer tutor is required for these courses.

**English As a Second Language,
Part One**
Course code: ESL9N-1

Non-credit

By the end of this course you will know enough English to:

- say hello to people;
- talk about yourself;
- ask others about themselves;

- take telephone messages;
- ask for directions;
- talk to neighbours about everyday things;
- have repairs done.

Recommended background: none

Text: none

Equipment: You must have access to a cassette tape player.

**English As a Second Language,
Part Two**
Course code: ESL9N-2

Non-credit

This course is a continuation of English As a Second Language, Part One.

By the end of this course you will speak English well enough to:

- get to know people;
- make appointments;
- give and understand directions;
- use the telephone;
- start a new job.

Recommended background: English As a Second Language, Part One

Text: none

Equipment: You must have access to a cassette tape player.

Adult Basic English

These courses are designed for adults who want to improve their reading and writing skills. Each lesson contains interesting short stories for reading, as well as spelling and writing exercises. Students also learn how to use a dictionary.

There are two Adult Basic English courses: Adult Basic English, Part One and Adult Basic English, Part Two. Each course has ten lessons. There is an audio cassette tape with each lesson.

A student who wishes to enrol in one of these courses should complete Application Form C and return it to the Independent Learning Centre.

Adult Basic English, Part One

Course code: ABE9N-1

Non-credit

In this first course you will:

- read about famous people and interesting events;
- learn how to write good sentences;
- practise spelling;
- improve your use of English.

The audio cassette tapes will help you work through the lessons.

Recommended background: none

Text: none

Equipment: You must have access to a cassette tape player.

Adult Basic English, Part Two

Course code: ABE9N-2

Non-credit

You may take this course after you have finished Adult Basic English, Part One. In this course you will:

- read short stories and newspaper reports about real people and real events;
- learn skills that are helpful in your day-to-day life, such as filling out application forms;
- learn how to write a paragraph;
- improve your spelling and your use of English;
- learn how to use a dictionary.

The audio cassette tapes will help you work through the lessons.

Recommended background: Adult Basic English, Part One

Text: none

Equipment: You must have access to a cassette tape player.



Part V

Descriptions of Secondary Courses

Part V

Descriptions of Secondary Courses

Statement regarding guidelines

All courses offered by the Independent Learning Centre have been developed according to the requirements of the Ontario Ministry of Education.

Arts

General Level Courses

General level courses in the arts are designed for students who wish one or more of the following:

- to become aware of fundamental concepts in art design and of basic techniques and materials;
- to develop self-expression through creative art experience;
- to acquire the mastery of skills in varying media;
- to begin preparation for a career in applied arts;
- to pursue a lifelong interest.

Practical Art

Visual Arts – Drawing and Painting (Beginning in Art)

Course code: AVF2G-B

Grade 10

1 credit

By doing some of the tasks artists do, you should come to an understanding of what art is. That's the idea behind this course, designed for the person who is interested in art and wants to develop more skill. It teaches the basic principles of art by means of practical projects. You will learn basic drawing and painting skills through "hands-on" use of the artist's own tools and materials.

Students submit practical projects for teacher evaluation.

Recommended background: none

Text: none

Equipment: You are required to supply your own art materials. Instructions regarding the purchase of a complete art kit (at a cost of \$19.50) will be included with the first package of lesson materials.

Visual Arts – Drawing and Painting
Course code: AVF4G-Q

Grade 12 1/2 credit

The emphasis in this course is on the practice of drawing and painting by means of practical assignments involving the use of pencil and water colour.

The history of art is introduced in each lesson, particularly as it relates to the practical exercises and helps you understand and complete your assignments.

Recommended background: a course in practical art, preferably AVF2G-B

Text: Mittler, Gene A. *Art in Focus*.

Equipment: You are required to supply your own art materials. Instructions regarding the purchase of a complete art kit (at a cost of \$19.50) will be included with the first package of lesson materials.

Art Appreciation and History

Visual Arts – Aesthetics and Appreciation
(Awareness in Action)
Course code: AVT3G-A

Grade 11 1 credit

This course will help you become more aware of the world in which you live and of your response to it. In carrying out the practical projects that form the core of the course, you will find yourself looking at familiar objects in your environment from unexpected angles and discovering new relationships among the things you observe and experience. Ultimately, these enriched perceptions will allow you to learn more about yourself and the world around you.

Recommended background: Grade 10 English and an interest in art

Text: none

Advanced Level Courses

Advanced level courses in the arts are designed for students who wish one or more of the following:

- to proceed to Ontario Academic Courses and/or university courses in the arts;
- to begin acquiring knowledge and developing appropriate skills in preparation for a career in applied arts;
- to develop a foundation for self-expression through the challenge of problem-solving experiences in both theory and practice;
- to pursue a lifelong interest.

Practical Art

Visual Arts – Drawing and Painting (Style in Art)

Course code: AVF4A-P

Grade 12	1/2 credit
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This course consists of ten lessons concerned with style in art. Through increased awareness of form, you develop a distinctive style of expression. The course examines ten contrasting styles of modern painting, including fauvism, impressionism, primitivism, and abstraction.

Practical projects involve the use of water colour, ink, and pastels.

Recommended background: a course in practical art, preferably AVF2G-B

Text: none

Equipment: You are required to supply your own art materials. Instructions regarding the purchase of a complete art kit (at a cost of \$19.50) will be included with the first package of lesson materials.

Visual Arts – Comprehensive (The Artist's Study)

Course code: AVI5A-A

Grade 13	1 credit
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Assignments in painting and drawing are combined in this course with a survey of the history of modern art from 1700 to the present.

Following a review of principles and elements, you will relate these to the growth of the main styles of modern art: neoclassicism, futurism, realism, impressionism, cubism, etc. Assignments include practical work with acrylic, oil, water colour, and other media; reading in the history of art; and written essays.

You must have previously developed some understanding of colour theory and the handling of paint, as well as a good visual sense.

Recommended background: Grade 12 English and art or the equivalent

Text: none

Visual Arts – Art History
(Great European Art)
Course code: AVT3A-P

Grade 11 1/2 credit

This course traces the history of European art from the beginning of the Renaissance through the baroque and rococo periods to the eighteenth century. Great masters whose works you will study include Botticelli, Michelangelo, Dürer, Rubens, Rembrandt, Poussin, and Sir Christopher Wren. The course reviews the principles of composition and the elements of design.

Recommended background: none

Text: none

Equipment: A portfolio of reproductions is sent to you on loan.

Business Studies

Business Studies is composed of five separate programs: the general business program, the secretarial program, the information processing/integrated office systems program, the accounting program, and the law program. For a description of each of these programs, students should turn to pages 31, 33, 34, 36, and 38, respectively.

Within each program area, the courses may be offered at the basic, general, or advanced level. A description of these levels follows.

Basic Level Courses

Basic level courses in business studies are designed for students who wish one or both of the following:

- to gain a better understanding of how the business world affects their lives and how they can take advantage of the services it offers;
- to go directly into the work force upon graduation.

General Level Courses

General level courses are designed for students who wish one or more of the following:

- to enter the workplace upon graduation;
- to further their studies in a community college or other postsecondary program;
- to acquire and learn to apply business-related skills.

Advanced Level Courses

Advanced level courses are designed for students who wish one or both of the following:

- to take courses that emphasize theory rather than the application of theory and cover the material in more depth than general or basic level courses;
- to pursue postsecondary education at a university or in some programs in colleges of applied arts and technology.

General Business Program

General business courses are orientation courses, especially designed for students who have no background in business.

Basic Level Courses

Introduction to Business

Introduction to Business
Course code: BIB1B-M

Grade 9	1/2 credit
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Did you know that as a consumer you have an influence on the business world? Did you know that as a worker you also have an impact on the business world? This course will show you how you can help to shape the marketplace through the things you do or do not purchase and through the jobs you do in the business world. It will also make you aware of the role of government in protecting people from unfair business practices.

After completing this course, you may enrol in BIB1B-P to complete a full credit in Introduction to Business.

Recommended background: none
Text: none

Introduction to Business
Course code: BIB1B-P

Grade 9	1/2 credit
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Would you like to know what kinds of jobs are available in the business world? Would you like to learn to plan

for a career in business? This course is a continuation of BIB1B-M. You will find out about a variety of different job opportunities found in the business world, such as law, recordkeeping, office services, merchandising, and data processing, and you will have an opportunity to practise some basic tasks done in each of these jobs. You will also learn about career planning and about the many services offered to both business and individuals by financial institutions such as banks and trust companies.

Recommended background: none
Text: none

Merchandising

Merchandising
Course code: BMM3B-M

Grade 11	1/2 credit
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This course will be available in December 1988.

This course will help you develop the skills you need to get a job in merchandising. Topics include: how to operate machines such as cash registers; how to handle cash; how goods and services get to the consumer; what types of retail stores there are; and what expectations an employer will have of an employee (e.g., courtesy, punctuality, good work habits). You will learn about the various job opportunities in this growing field and develop your job-search skills and interview techniques.

Recommended background: none
Text: none

General Level Courses

Consumer Studies

Consumer Studies

Course code: BCS2G-M

Grade 10 1/2 credit

We are all consumers. With this in mind, this half-credit, ten-lesson course is designed to help you understand how the marketplace works, thus making you a wise consumer. It will also prepare you for study in more advanced business courses.

Topics in this course include: an introduction to marketing; developing your shopping skills; obtaining credit and using it wisely; and managing your transportation dollar.

After you have completed five lessons in this course, you may enrol in a second, half-credit course in consumer studies (see BCS2G-P).

Recommended background: none

Text: none

Consumer Studies

Course code: BCS2G-P

Grade 10 1/2 credit

This course is a continuation of Consumer Studies BCS2G-M. It is designed to further develop your skills as a consumer. Topics include: finding housing accommodation to suit your needs; budgeting; banking; investing; recordkeeping; buying insurance; and consumer protection legislation.

Recommended background: none

Text: none

Advanced Level Courses

Introduction to Business

Introduction to Business

Course code: BIB1A-M

Grade 9 1/2 credit

This course will be available in December 1988.

Would you like an opportunity to learn and practise the skills used in the business world? Would you like to increase your understanding of how business, government, and individuals help to shape the economy through their involvement in the business community?

Topics in this course include: the Canadian marketplace; development of personal and business-related skills through an exploration of business practices; the stock market; employment opportunities; and career planning.

Recommended background: none

Text: none

Secretarial Program

The secretarial program is designed to prepare students for entry into the workplace in the secretarial/clerical area. The program consists of courses in keyboarding/typing. These courses are intended to teach touch typing and the formatting of business documents and to build students' keyboarding speed and accuracy.

General Level Courses

Keyboarding/Typing

As computers continue to affect our lives, both in business and personally, the need for keyboarding skills becomes more and more important. By introducing students to keyboarding skills, these courses will enable students to use the new computer technology more effectively in future business and personal endeavours. They will also be of benefit to those students using typewriters in the workplace or for school work.

Keyboarding I – Introduction (Typewriting)

Course code: BKI1G-M

Grade 9	1/2 credit
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This introductory course will teach you to type by the touch system. You will learn the keyboard, including numbers and special characters, as well as how to set up your assignments attractively on the page. This course will be of interest to you if you wish to learn the keyboard for personal use or if you will be working

with computers. It also provides you with a basic foundation for all future keyboarding courses. Topics include: keyboarding; word division; error correction; and horizontal and vertical centring.

After completing this course, you may enrol in BKI1G-P to complete a full credit.

A full keyboarding credit is a prerequisite for the Senior Division BSI3G-M.

Recommended background: none

Text: none

Equipment: You must have access to a typewriter, a word processor with printer, or a computer with word-processing capabilities and printer.

Keyboarding I – Introduction (Typewriting)

Course code: BKI1G-P

Grade 9	1/2 credit
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This course is a continuation of BKI1G-M and will further develop your keyboarding and communication skills. It will be of interest to you if you are preparing for a secretarial/word-processing career, if you wish to learn keyboarding skills for personal use, or if you would like to use a word-processing program on a microcomputer more effectively.

Topics include: personal letters; careers in keyboarding; composition at the keyboard; and communication skills. By the end of this course you should be typing at thirty words per minute.

A full keyboarding credit is a prerequisite for the Senior Division BSI3G-M.

Recommended background: BKI1G-M

Text: none

Equipment: You must have access to a typewriter, a word processor with printer, or a computer with word-processing capabilities and printer.

Keyboarding II – Business

Applications

(Typewriting)

Course code: BKA2G-A

Grade 10

1 credit

This course will help you develop practical business-related keying skills. Speed and accuracy will be stressed through the use of timed writings. You will learn how to produce materials that meet the requirements of the business community in both speed and quality.

Topics include: centring; tabulating; duplicating; typing letters, manuscripts, and forms; and proofreading.

Prerequisite: BKI1G-M and BKI1G-P or an equivalent introductory typing course

Text: Attridge, Catherine M. *Applying Typing Skills*.

Equipment: You must have access to a typewriter, a word processor with printer, or a computer with word-processing capabilities and printer.

Information Processing/ Integrated Office Systems Program

The ways in which things are done in business have changed dramatically over the past decade, and nowhere are these changes more evident than in the modern office. The efficient processing of information has become one of the most important tasks in the day-to-day operation of a successful business. The integrated office systems courses will introduce students to today's current business and office systems, procedures, and equipment, taking into consideration the implications of future technological change.

The courses in information processing/integrated office systems deal with keying and processing information. Students will have opportunities to explore the concepts and develop the skills needed to work at a multi-function office work-station. The development of interpersonal, decision-making, and communication skills are important components of these courses.

Notemaking provides students with the opportunity to learn a personal shorthand system and to develop skills in summarizing, researching, and presenting information.

General Level Courses

Information Processing/Integrated Office Systems

Integrated Office Systems
(Information Processing)
Course code: BSI3G-M

Grade 11 1/2 credit

The assignments that you will do for this course will prepare you for office employment. You will develop keyboarding, production, and communication skills and become familiar with a number of office procedures.

Topics include: evolution of the office; business communications; preparing for an office career; letters; postal services; telephone communications; machine dictation and transcription; and advanced formatting.

After completing this course, you may enrol in BSI3G-P to complete a full credit.

Prerequisite: a full keyboarding credit, such as BK11G-M and BK11G-P

Texts: Attridge, Catherine M. *Office Procedures: A Word Processing Approach*. 2nd ed.
Sparling, Allen E., and Attridge, Catherine M. *Complete Course in Office Procedures*. 5th ed.

Equipment: You must have access to a typewriter, a word processor with printer, or a computer with word-processing capabilities and printer.

Integrated Office Systems
(Information Processing)
Course code: BSI3G-P

Grade 11 1/2 credit

In this course you continue the skill development outlined in BSI3G-M. Topics include: effective letter writing; use of metric terminology; an introduction to word-processing concepts; telecommunications; long distance telephone services; alphabetical filing; business reports; micrographics; and starting a new job.

Required background: BSI3G-M or the equivalent

Texts: Attridge, Catherine M. *Office Procedures: A Word Processing Approach*. 2nd ed.
Sparling, Allen E., and Attridge, Catherine M. *Complete Course in Office Procedures*. 5th ed.

Equipment: You must have access to a typewriter, a word processor with printer, or a computer with word-processing capabilities and printer.

Integrated Office Systems
(Information Processing)
Course code: BSI4G-B

Grade 12 1 credit

This course will provide you with an opportunity to examine a business organization, including specific department functions, and to understand the ways in which employees are evaluated. The study of the integration of new equipment and procedures will form a major portion of this course.

Topics include: department organization and function; integrated office

procedures and systems; administrative support functions; and career planning.

Prerequisite: BSI3G-M and BSI3G-P or the equivalent

Texts: Attridge, Catherine M. *Office Procedures: A Word Processing Approach*. 2nd ed.

Sparling, Allen E., and Attridge, Catherine M. *Complete Course in Office Procedures*. 5th ed.

Equipment: You must have access to a typewriter, a word processor with printer, or a computer with word-processing capabilities and printer.

Advanced Level Courses

Notemaking

Notemaking is an important skill for everyone. It focuses on identifying key points in an oral communication, recording them with the use of a personal shorthand system, and organizing them for reference at a later date.

Notemaking is designed to be of aid to students and to people in the workplace.

Notemaking

Course code: BSN3A-M

Grade 11 1/2 credit

This half-credit course will teach you the Forkner personal shorthand system. You will take dictation at speeds of up to ninety words per minute and begin to apply the system to the notemaking process.

Recommended background: Grade 10 English

Text: Forkner, H.; Brown, F.; Johnson, B.; and Cunningham, M. *Forkner Shorthand*.

Equipment: You must have access to a cassette tape player.

Accounting Program

The accounting program will provide students with a knowledge of fundamental accounting principles, accepted accounting terminology, and the procedures generally used for maintaining accurate financial records. Accounting can help people maintain accurate personal records, or financial records if they are self-employed. It can also lead to a career in an accounting-related field or in one of the accounting professions.

General Level Courses

Accounting – Introduction

Course code: BAI3G-C

Grade 11 1 credit

This course will give you a basic understanding of accounting principles and concepts related to both business and personal use. Topics include: the accounting cycle for a service business; control procedures in a business; graphs; combination journals; an introduction to payroll; and careers in accounting.

Recommended background: Grade 10 mathematics

Text: none

**Accounting – Applications
(Applied Accounting)
Course code:** BAA4G-M

Grade 12 1/2 credit

In your introductory accounting course, you learned the principles and concepts which are part of the accounting cycle. This course concentrates on the practical use of these principles and concepts in a realistic business setting. Topics include: a brief review of the accounting cycle; accounts receivable and sales systems; and personal income tax.

After taking this course you may complete a full credit in applied accounting by taking BAA4G-P.

Recommended background: BAI3G-C or the equivalent

Text: D’Amico, V., and Wilson, R.
Applied Accounting. 2nd ed.

**Accounting - Applications
(Applied Accounting)
Course code:** BAA4G-P

Grade 12 1/2 credit

This course is a continuation of Accounting – Applications BAA4G-M. It is designed to help you develop further your understanding of accounting by letting you apply the concepts and principles of accounting to various realistic business situations. Topics include: payroll systems; an introduction to cost accounting; and inventory control.

Recommended background: BAA4G-M or the equivalent

Text: D’Amico, V., and Wilson, R.
Applied Accounting. 2nd ed.

Advanced Level Courses

**Accounting
Course code:** BAC3A-A

Grade 11 1 credit

This course is designed to meet the needs of students seeking an introductory course in accounting theory. You will learn basic concepts and theories of accounting and use accounting applications to reinforce your understanding of these theoretical principles.

This course concentrates on the accounting practices encountered in a small business and will provide you with an opportunity to gain an understanding of business in general. Topics include: the accounting cycle; ledger systems; cash control and banking; analysis of financial statements and journals; and career awareness.

This course is a prerequisite for the Accounting OAC, BAC0A-A.

Recommended background: none

Text: none

Ontario Academic Courses

Accounting OAC

Course code: BAC0A-A

OAC

1 credit

While it will provide a good theoretical background for students who intend to enter the work force after high school, Accounting OAC is primarily intended for students who wish to pursue their studies at the university level. After a brief review of fundamental accounting concepts and procedures, this course will provide you with an in-depth study of generally accepted accounting principles and accounting for business, and show you how to analyse financial data. The use of accounting as a decision-making tool will be emphasized.

Prerequisite: BAC3A-A

Text: Meigs, W.; Meigs, R.; and Lam, W. *Accounting: The Basis for Business Decisions*. 5th Canadian ed.

Law Program

The law program is made up of a number of ten-lesson, half-credit courses. The initial course is an introduction to Canadian law. Additional half-credit courses include criminal law, contracts and consumer law, human rights and law in the workplace, and family law.

General Level Courses

Law

(Introduction to Law)

Course code: BLW4G-M

Grade 12

1/2 credit

Every aspect of life is regulated by some law. It is important that you understand your rights and duties under the law. This introductory course provides you with an overview of the various areas or subjects which make up the law. Topics include: criminal law; tort law; contracts and consumer law; and family law.

Recommended background: Grade 10 English

Text: none

Law

(Criminal Law)

Course code: BLW4G-P

Grade 12

1/2 credit

This course offers you an in-depth study of criminal law and law enforcement in Canada. Topics include: the criminal code; criminal court structure; arrest; trial procedures; and sentencing of people convicted of crimes.

Recommended background: BLW4G-M or the equivalent

Text: none

Law
(Contracts and Consumer Law)
Course code: BLW4G-Q

Grade 12	1/2 credit
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Every one of us is a consumer and as such we are constantly entering into various types of contracts. This course involves a study of the law of contracts and of the federal and provincial legislation that affects consumers. Topics include: the components of a valid contract; remedies for broken contracts; and those areas of legislation that relate to consumers and contracts.

Recommended background:
BLW4G-M or the equivalent

Text: none

Law
(Human Rights and the Law in the Workplace)
Course code: BLW4G-R

Grade 12	1/2 credit
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Under Canada's Constitution, each of us is guaranteed certain rights. This course examines human rights as they apply to each of us in general and more specifically to men and women in the workplace. Topics include: human rights and discrimination; labour relations; Workers' Compensation; and dismissal from employment.

Recommended background:
BLW4G-M or the equivalent

Text: none

Law
(The Family and the Law)
Course code: BLW4G-S

Grade 12	1/2 credit
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The Family Law Act has changed family law significantly. It is important for all of us to be aware of the rights and obligations related to the family, as outlined in this act and in other provincial and federal legislation. Topics include: engagement; marriage/cohabitation; marriage breakdown; children and the law; and law and the family.

Recommended background:
BLW4G-M or the equivalent

Text: none

Computer Studies

We are now living in an information society. High technology has had, and will continue to have, a profound effect on many areas of our lives. It is important to understand the new forms of technology and the changes they have brought, so that we can use them to our advantage and be comfortable with them. The computer studies courses will provide students with such an opportunity.

General Level Courses

Introduction to Computer Studies (How They Work)

Course code: DIC2G-M

Grade 10 1/2 credit

Computers are all around us. This half-credit, ten-lesson course deals with the computer: what it is, how it works, and what it can and cannot do. Topics include: the parts of a computer; how information is handled by a computer; and an introduction to computer programming.

After completing this course, you may wish to enrol in Introduction to Computer Studies (Issues and Applications) DIC2G-P.

Note: This course does not require that you have access to a computer. If you do have access to a computer, you

may wish to take DIC2A-A instead of this course.

Recommended background: none

Text: none

Introduction to Computer Studies (Issues and Applications)

Course code: DIC2G-P

Grade 10 1/2 credit

This ten-lesson course is a continuation of Introduction to Computer Studies (How They Work) DIC2G-M. It deals with the use of computers today and their probable use in the future. This course also investigates some of the problems which technology has created. Topics include: how computers are used in such areas as education, medicine, and business; computer crime; and computer-related careers.

Note: This course does not require access to a computer.

Recommended background: DIC2G-M or the equivalent

Text: none

Advanced Level Courses

Introduction to Computer Studies (Computer Awareness) **Course code: DIC2A-A**

Grade 10	1 credit
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This course provides a general introduction to the use of computers. You will learn about computer systems and components and simple programming instructions.

Topics include: computer system components; the computer in action; programming; computer applications; and the social impact of the new technology.

One-third of the course involves the use of a computer.

Recommended background: none

Text: none

Equipment: You must have access to a microcomputer that uses the BASIC computer language.

Special "Hands-on" Computer Courses

The following courses require that you have access to special computers and software. For further information about the courses or the equipment required, please contact an ILC information officer.

General Level Courses

Data Processing Concepts **Course code: DPC3G-M**

Grade 11	1/2 credit
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Have you ever wondered what the term "information processing" means? This course will not only teach you about information processing but also show you how to use a word processor and a data manipulation program. You will also use a computerized payroll/inventory package during an assignment involving a simulation of the functions of a bookstore. By the end of this course, you will understand how information flows through an organization to meet the needs of the various employees and you will be able to produce information using a number of computer programs.

Recommended background: none

Text: none

Equipment: You must have access to an ICON computer and special software.

Data Processing Concepts

Course code: DPC3G-P

Grade 11

1/2 credit

This course will be available in November 1988.

Would you like to know more about the components of a computer system and the way in which they process data? Are you interested in learning to program a computer? If so, this is the course for you.

You will have an opportunity to program in LOGO and ALICE Basic and to learn how to use an electronic spreadsheet. You will see how the hardware interfaces with the software to process instructions and data. Whereas DPC3G-M focused on information processing, this course will focus on the hardware and how it functions.

Recommended background:

DPC3G-M

Text: Chambers, Gene. *Data Processing Concepts*.

Equipment: You must have access to an ICON computer and special software.

Advanced Level Courses

Computer Science and Technology

Course code: DST3A-A

Grade 11

1 credit

This course will be available in December 1988.

Would you like to learn how to program a computer and use an electronics kit to wire the chips and other components together so that they perform various functions? This course will show you how to perform these tasks. You will also learn about the major parts of a computer system and the manner in which they process instructions and data.

Recommended background: none

Text: none

Equipment: You must have access to an ICON computer and a Digital Logic trainer.

Systems Analysis and Design

Course code: DPS4A-A

Grade 12

1 credit

This course will teach you how to analyse various business functions, such as sales and inventory control, in terms of the information, hardware, and human resources required. You will learn to identify current and potential problems and to develop a number of alternative solutions.

The concepts that you learn throughout the lessons will be applied to a case study called Video Vic. By the end of the course you will have done

an actual systems analysis and design on the Video Vic case study.

You will also learn how to use word processors, data bases, and electronic spreadsheets and you will use these programs to implement your solution to the Video Vic case study.

Recommended background: Grade 11 advanced level English

Text: Wilkinson, T. *WATFILE/Plus Data Manipulation System*.

Equipment: You must have access to an ICON computer.

English

Basic Level Courses

Basic level courses in English are designed for students who wish one or more of the following:

- to improve their reading and writing skills;
- to improve their use of English in everyday life;
- to review their English skills before taking a Grade 9 general or advanced level English course.

English

Course code: ENG1B-D

Grade 9	1 credit
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Do you want to improve your use of English in everyday situations? In this course you can practise and improve your personal writing and reading skills while writing letters, filling out forms, and reading newspaper articles. An audiotape comes with each lesson. The tapes will help you to understand the lessons, although it is not necessary to use them.

You will find this course helpful:

- a) if you have studied English as a second language; or
- b) if you did not complete all of your elementary schooling.

Recommended background: none

Text: *The Winston Canadian Dictionary for Schools.*

Equipment: You should have access to a cassette tape player.

Note: If you want a practical approach to improving your reading and writing skills, you will find the following two courses helpful. Each course is worth one-half credit. To earn a full credit in Grade 10 basic English, you should complete ENG2B-M and ENG2B-P. Enrol first in ENG2B-M. When you have completed the first five lessons, you may enrol (by telephone or by mail) in ENG2B-P.

English

Course code: ENG2B-M

Grade 10	1/2 credit
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Here is a course with a practical approach to studying English. It will help you to improve your reading and writing skills. Topics include: spelling and word usage; sentence structure; paragraph writing; descriptive language; and Canadian short stories.

An audiotape comes with each lesson, but it is possible to do the course without using the tapes. If, however, English is a second language for you, you will find the audiotapes especially helpful.

Recommended background:
ENG1B-D or the equivalent

Text: *The Winston Canadian Dictionary for Schools.*

Equipment: You should have access to a cassette tape player.

English
Course code: ENG2B-P

Grade 10	1/2 credit
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If you wish to continue to improve the skills you learned in ENG2B-M, then try this course. It is designed to follow it. Topics include: spelling, word usage, and sentence structure; paragraphs and compositions; personal and business correspondence; Canadian short stories; and Canadian poetry.

An audiotape to help you understand the material comes with each lesson. Although it is not necessary to use the tapes, they are important tools to help you hear how English is spoken.

Recommended background:
ENG2B-M or the equivalent

Text: *The Winston Canadian Dictionary for Schools.*

Equipment: You should have access to a cassette tape player.

General Level Courses

General level courses in English are designed for students who wish one or more of the following:

- to acquire the English skills necessary for enrolment in a college of applied arts and technology or for employment;
- to develop their appreciation of literature;
- to develop their own writing and communication skills.

English
Course code: ENG1G-M

Grade 9	1/2 credit
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Are you interested in continuing your study of English? This ten-lesson course is an introduction to English at the general level of difficulty. You will have an opportunity to hear, read, and appreciate a variety of selections from English literature, including short stories, poetry, plays, and essays. You will also have an opportunity to improve your own writing skills.

The audiotapes that accompany this course will assist you in improving your listening and speaking skills.

Recommended background: successful completion of elementary school English or the equivalent

Text: *The Winston Canadian Dictionary for Schools.*

Equipment: You must have access to a cassette tape player.

English

Course code: ENG1G-P

Grade 9

1/2 credit

This ten-lesson course is a continuation of ENG1G-M. In it, you will continue to study English literature, including short stories, poetry, plays, and essays, and you will improve your writing skills. To assist you in your writing, this course covers editing and revising skills, English usage, and suggestions for improving your spelling.

The audiotapes that accompany this course will assist you in improving your listening and speaking skills.

Recommended background:
ENG1G-M or the equivalent

Text: *The Winston Canadian Dictionary for Schools.*

Equipment: You must have access to a cassette tape player.

English

Course code: ENG2G-B

Grade 10

1 credit

If you wish to continue your study of English and you are ready to read and appreciate a novel and an autobiography, you will find this course interesting. In addition to the novel and autobiography, you will have an opportunity to read other types of Canadian literature and to develop your own writing skills. This course also provides information on the various forms of correspondence and on correct English usage and grammar.

Recommended background: Grade 9 English

Texts: Carr, Emily. *Klee Wyck.*

Mitchell, W. O. *Who Has Seen the Wind.*
The Winston Canadian Dictionary for Schools.

English

Course code: ENG3G-A

Grade 11

1 credit

Literature, largely Canadian, is studied in this course as the basis for understanding the creative process and for enjoying good writing. Short stories, poetry, plays, and a novel are included. Skills of editing and revising are taught throughout the course.

This course will also help you develop an accurate and clear writing style for everyday needs such as letters, reports, and summaries. You should gain confidence in expressing your views.

Recommended background:
ENG2G-B or ENG2A-B or the equivalent

Texts: Brown, Cassie. *Death on the Ice.*
McNeil, James A. *Tigers of the Snow.*

English Writing

Course code: EWR3G-M

Grade 11

1/2 credit

Would you like to become a reporter? Or would you like to learn to write with simplicity, clarity, and directness?

If so, this course, with its emphasis on the development of a concise and effective reporting style, should appeal to you. It's intended to help you write for any kind of news publication and to introduce you to the basic techniques of journalism. Topics include: straight

reporting; interviewing techniques; and preparing speeches, meeting reports, obituaries, and personality profiles.

Recommended background:
ENG2G-B or ENG2A-B or the equivalent

Text: none

English
Course code: ENG4G-A

Grade 12	1 credit
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This course will be available until November 1988, when it will be replaced by ENG4G-M and ENG4G-P.

This course is designed to help you learn more about yourself through the study of English. It will help you learn to appreciate literature and language and to improve your reading and writing skills.

The study of short stories, poems, plays, novels, and essays encourages you to explore and respond to contemporary issues. Emphasis is given to Canadian writing, the mass media, and forms of business correspondence. A long-playing record is part of a lesson intended to help you improve your ability to listen and to speak. The language studies relate to the language you encounter every day.

Recommended background:
ENG3G-A or ENG3A-B or the equivalent

Texts: Callaghan, Morley. *More Joy in Heaven*.

Hemingway, Ernest. *The Old Man and the Sea*.

Laurence, Margaret. *A Jest of God*.

Stevens, John, ed. *Ten Canadian Short Plays*.

Equipment: You must have access to a record player.

English
Course code: ENG4G-M

Grade 12	1/2 credit
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This course will be available in November 1988.

This ten-lesson course provides you with an opportunity to develop and improve your writing skills; to read and respond to a variety of materials, including short stories, poetry, and modern plays; and to develop your research and organizational skills through an independent study project.

An audiotape accompanies this course.

Recommended background:
ENG3G-A or the equivalent

Text: none

Equipment: You should have access to a cassette tape player.

English
Course code: ENG4G-P

Grade 12	1/2 credit
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This course will be available in January 1989.

This ten-lesson course is a continuation of ENG4G-M. In it you will continue to develop your writing skills

and improve your ability to conduct and evaluate your own learning projects. You will have an opportunity to read and respond to a variety of Canadian materials, including a novel.

An audiotope accompanies the course.

Recommended background:

ENG4G-M or the equivalent

Text: Hemingway, Ernest. *The Old Man and the Sea*.

Equipment: You should have access to a cassette tape player.

Advanced Level Courses

Advanced level courses in English are designed for students who wish one or both of the following:

- to prepare for entry to university and to certain programs at the colleges of applied arts and technology;
- to expand their knowledge and appreciation of a variety of literary genres.

Students who enrol in advanced level English courses should have well-developed reading and writing skills.

English

Course code: ENG1A-M

Grade 9	1/2 credit
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If you enjoy reading and writing, this "foundation" course will give you the necessary groundwork for advanced level courses in the English program. It has two purposes: to increase your enjoyment and appreciation of good writers and speakers and to help you

improve your ability to write and speak effectively. As you read and respond to a wide range of good literature, including short stories, poems, and essays, you will also be developing your writing skills through revising, editing, and polishing the articles that you write.

Recommended background: successful completion of elementary school English or the equivalent

Text: none

English

Course code: ENG1A-P

Grade 9	1/2 credit
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This course will be available in December 1988.

This ten-lesson course is a continuation of ENG1A-M. In it you will develop your knowledge and appreciation of literature, including short stories, plays, and novels. You will also continue to improve your writing skills and your ability to work independently.

Recommended background:

ENG1A-M or the equivalent

Text: Doyle, Conan. *The Hound of the Baskervilles*.

English

Course code: ENG2A-B

Grade 10	1 credit
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Literary appreciation and self-expression are the cornerstones of this advanced course; it is a preparation for studies in academic Senior secondary school English.

English ENG2A-B will enrich your experience of English through reading and writing activities designed to help you express your own individuality. The keys are the “three R’s” – reading, writing, revising. The reading in the course includes short stories, essays, poetry, drama, and novels.

Recommended background:

ENG1A-M and ENG1A-P or the equivalent

Texts: Roy, Gabrielle. *Windflower*.

Wyndham, John. *The Chrysalids*.

English

Course code: ENG3A-B

Grade 11	1 credit
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Successful completion of this course will provide you with a solid background for further study in English. You will study a novel, short stories, essays, and other prose, poetry, and plays. The unit on the media will help you to understand and respond to the influences of newspapers, film, and television.

You will also be encouraged to improve your writing skills. The principles of effective composition and the fundamentals of correct usage and grammar are covered.

Recommended background: Grade 10 advanced level English

Texts: Lee, Harper. *To Kill a*

Mockingbird.

Richler, Mordecai. *The Apprenticeship of*

Duddy Kravitz.

Shakespeare, William. *Romeo and Juliet*.

English

Course code: ENG4A-B

Grade 12	1 credit
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This course explores a wide variety of literary genres (novels, poetry, essays, short stories, plays) and invites students to examine some of the great literary themes. The language component stresses the improvement and expansion of rhetorical skills. If you need assistance with your writing, you will be helped on an individual basis using the language text *Mastering Effective English*. You will practise a wide variety of writing, some of which will be revised, edited, and polished and kept in a “writing folder” as a cumulative record of your progress.

The course will be useful to you if you have highly developed English skills and are planning to take an Ontario Academic Course in English.

Recommended background: Grade 11 advanced level English

Texts: Larock, M. H.; Tressler, J. C.;

and Lewis, C. E. *Mastering Effective*

English. 4th ed.

Steinbeck, John. *The Pearl*.

Lawrence, D. H. *Sons and Lovers*.

or MacLennan, Hugh. *Two Solitudes*.

Shakespeare, William. *Macbeth*.

or Miller, Arthur. *Death of a Salesman*.

English Literature

Course code: ELT4A-M

Grade 12	1/2 credit
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Science fiction can provide thrilling entertainment and at the same time explore present-day social concerns and attitudes. In this course, you will sample the shorter fiction of such

masters of the genre as Arthur C. Clarke, Ray Bradbury, Isaac Asimov, and H. G. Wells. You will examine the themes and ideas of science fiction and, at the same time, take a critical look at the art of the short-story writer.

Topics include: interplanetary travel; visits from outer space; time travel; life on other planets; robots and mechanical brains; eugenics and personality control; and the world of tomorrow.

Recommended background:

ENG3G-A or ENG3A-B or the equivalent

Text: none

English Writing

Course code: EWR4A-M

Grade 12

1/2 credit

This course has your writing as its focus. Its aim is to make you critical of your own writing and to stimulate you to try to write well, the premise being that good writing is never easy.

Model passages and assignments in the lessons provide examples of techniques used in writing narration, description, exposition, poetry, and short stories, as well as in writing for newspapers, the stage, or the camera. Each lesson also gives you an opportunity for undirected personal expression.

Recommended background:

ENG3G-A or ENG3A-B or the equivalent

Text: Strunk, William, Jr., and White, E. B. *Elements of Style*. 3rd ed.

Ontario Academic Courses

The Ontario Academic Courses are designed primarily for students who are planning to attend university. To take an OAC English course, a student must have at least one Senior English credit at the advanced level.

In English there are three OACs:

OAC I: Language and Literature

OAC II: The Writer's Craft

OAC III: Studies in Literature

Students may take one, two, or all three of these courses, depending on their postsecondary plans. However, students who are planning to take only one OAC in English, should take OAC I: Language and Literature.

In each OAC, evaluation is proportional, as follows:

– written examination	30%
– writing folder	30%
– independent study	20%
– lesson work	20%

In order to receive credit for an OAC, a student must pass the final examination.

Language and Literature

Course code: ENG0A-A

OAC

1 credit

This course, which is designed to prepare you for university study, contains equal components of language and literature. The language component focuses on the improvement of your language skills and on the examination of good usage, structure, and style as they relate to the purpose

and audience of a piece of writing. The literature component includes essays chosen both for their literary merit and as models for developing your thinking and language skills. You will also study a balanced selection of poems, prose fiction, and plays, including acknowledged classics.

Prerequisite: at least one advanced level Senior English course

Texts: Laurence, Margaret. *The Stone Angel*.
 Shakespeare, William. *Hamlet*.
 Falcon ed.
 Shaw, H. *The McGraw-Hill Handbook of English*. 4th Canadian ed.
 Stoppard, Tom. *Rosencrantz and Guildenstern Are Dead*.

The Writer's Craft
Course code: EWC0A-A

OAC	1 credit
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The Writer's Craft is not a creative writing course. However, you will find this course valuable if you have a strong interest in writing and are planning future study in an area that has a strong writing component to it. During the course you will practise writing in different modes and styles for various purposes and audiences. In the language study component you will concentrate on improving your writing skills and examine the varieties of good usage, structure, and style as they are used in different kinds (academic, business, creative) and genres (essays, speeches, drama, poetry, short stories) of writing. The literature component includes many short literary selections chosen as appropriate samples of the writer's craft and articles about writing by writers.

This course may be taken concurrently with ENG0A-A or subsequent to it.

Prerequisite: at least one advanced level Senior English course

Text: Shaw, H. *The McGraw-Hill Handbook of English*. 4th Canadian ed.

Studies in Literature
Course code: ELI0A-A

OAC	1 credit
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This course focuses on an in-depth study of literature. It will be of value if you have a special interest in literature and plan to continue your studies in the humanities area. The language study component is designed to improve your writing skills, examine the techniques of good usage, structure, and style, and explore the craft of language in the literary selections studied. The literature component contains a balanced selection of prose, poetry, and drama from various literary periods and is organized around certain archetypal patterns and themes so that you may become aware of the continuity and structural framework of literature.

You may take this course concurrently with ENG0A-A or EWC0A-A if you have already taken ENG0A-A.

Prerequisite: at least one advanced level Senior English course

Texts: Conrad, Joseph. *Heart of Darkness*.
 Fitzgerald, F. Scott. *The Great Gatsby*.
 Shakespeare, William. *The Tempest*.
 Signet Classic ed.
 Shaw, H. *The McGraw-Hill Handbook of English*. 4th Canadian ed.

Family Studies

General Level Courses

General level courses in family studies are designed for students who wish one or both of the following:

- to develop a wide range of skills that are useful in everyday life;
- to understand the individual in relationship to his or her family, friends, and community.

Family Studies

Course code: NFS2G-A

Grade 10

1 credit

This course focuses on the importance of the individual and the family in today's society.

The course will allow you to look at your personal views on the family and will assist you in making important decisions about family topics such as: the changing Canadian family; the family life cycle; decision making in the area of sexual behaviour; the individual and his or her self-concept; love relationships; marriage; having children; and the future and the family.

People of all ages will find this course relevant.

Recommended background: none

Text: none

Advanced Level Courses

Advanced level courses in family studies are designed for students who wish one or more of the following:

- to proceed to other courses in the humanities and social sciences;
- to develop the skills that will enable them to become capable and independent learners, thinkers, and evaluators;
- to acquire the knowledge and skills that will enable them to analyse information and develop reasoned perspectives and informed opinions in the field of family studies.

Canadian Family in Perspective

Course code: NFP5A-A

Grade 13

1 credit

This course should broaden your perspectives about family life in general and the Canadian family in particular. Within the framework of human needs, the various lessons examine the following topics: the institution of marriage and its demands and rewards; raising a family, including the roles of parents and children and the demands of old age; family crises, including divorce, unemployment, and alcoholism; and the family of the future.

You are asked to assess the views expressed in readings by psychologists, sociologists, philosophers, poets, and novelists.

Recommended background: one Grade 11 or Grade 12 English course

Text: none

French

Advanced Level Courses

Series One (New)

The four Grade 9 French courses listed below are the beginning of a new series. French FSF1A-M and FSF1A-P, which together form one Grade 9 credit, are designed to follow a background of elementary school French studied in Ontario. Students who do not have such a background should consider the introductory courses French FSI1A-M and FSI1A-P, which also provide a Grade 9 credit. Upon completion of French FSI1A-P, students would begin the secondary school core French program with French FSF1A-M.

French

Course code: FSI1A-M

Grade 9	1/2 credit
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This course will be available in December 1988.

You should enrol in this course if you have studied no elementary school French. French FSI1A-M is designed to introduce you to the skills of understanding, speaking, reading, and writing everyday French.

Recommended background: This course can be attempted by students with no background in formal French studies.

Text: none

Equipment: You must have access to a cassette tape player.

French

Course code: FSI1A-P

Grade 9	1/2 credit
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This course will be available in February 1989.

This course is a continuation of French FSI1A-M and completes the introduction of presecondary-school French studies. It follows the same format as French FSI1A-M.

A student who has completed some elementary school French in Ontario or who has done some formal French studies may choose to start French at this point in the introductory French program instead of beginning with French FSI1A-M.

Recommended background: French FSI1A-M or the equivalent

Text: none

Equipment: You must have access to a cassette tape player.

French
Course code: FSF1A-M

Grade 9 1/2 credit

Students who have completed their studies in elementary school French in Ontario should begin their secondary school French with this course.

In French FSF1A-M you will continue to increase your skill in understanding, speaking, reading, and writing everyday French.

Recommended background: completion of an Ontario elementary school core French program or French FS1A-P

Text: Collins, R. G.; Favrod, A. M.; and McConnell, G. R. *Vive le français*. Level 4.

Equipment: You must have access to a cassette tape player.

French
Course code: FSF1A-P

Grade 9 1/2 credit

This course, which is a continuation of French FSF1A-M, will be available in November 1988.

French FSF1A-P provides the second half of your Grade 9 French credit. It focuses on the development of language skills.

Students who have completed French FSF1A-M and FSF1A-P will not continue their French studies with French FSF2A-B. A suitable Grade 10 French course will be available in September 1989.

Recommended background: French FSF1A-M or the equivalent

Text: Collins, R. G.; Favrod, A. M.; and McConnell, G. R. *Vive le français*. Level 4.

Equipment: You must have access to a cassette tape player.

Series Two

The courses listed in this series have been offered by the Independent Learning Centre in the past and will continue to be offered for a limited number of years. Students who are enrolled in or who have completed any of the courses in this series (including FSF1A-A or FSF1A-B) may continue with the next grade in Series Two.

Students with no background in any French studies will not be able to begin their secondary school French studies with this series. See the description of Series One French courses.

French
Course code: FSF2A-B

Grade 10 1 credit

This course is a continuation of French FSF1A-A or FSF1A-B (or their equivalents). FSF1A-A and FSF1A-B were offered prior to 1988. Students who have completed French FSF1A-P should not enrol in French FSF2A-B. A suitable Grade 10 French course will be available in September 1989.

This course emphasizes the acquisition of increased skill in understanding, speaking, reading, and writing everyday modern French. To help you improve your skills, the course

provides oral practice (by means of cassettes); language analysis; writing practice, including some study of grammar; and reading practice (of medium-length passages). In addition to increasing your vocabulary, you will learn to use the present and immediate future verb tenses and to use pronouns as subject and object.

Recommended background: FSF1A-A or FSF1A-B or the equivalent

Text: Kenney, M.; Burville, V.; Hickox, B.; Hill, J.; and Potter, C. *Passeport français*. Books 3 and 4.

Equipment: You must have access to a cassette tape player.

French

Course code: FSF3A-B

Grade 11	1 credit
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This first Senior course emphasizes the importance of dialogue with your teacher. The course focuses on the improvement of your language skills through oral practice (by means of cassettes), writing of medium-length passages, reading of short stories, and language study. Topics include: vocabulary related to daily life situations; the past tense; negative expressions; and the comparative and superlative of adjectives and adverbs.

Recommended background: FSF2A-A or FSF2A-B or the equivalent

Texts: Howlett, F. G., and Paton, J. A. *Point de départ*.
Kenney, M.; Burville, V.; Hickox, B.; Hill, J.; and Potter, C. *Passeport français*. Books 5 and 6.

Equipment: You must have access to a cassette tape player.

French

Course code: FSF4A-B

Grade 12	1 credit
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This Grade 12 course includes dictation and comprehension exercises and tests on cassettes, language study, and a great deal of supplementary reading practice. Most of the instructions and explanations are given in French. Topics include: the future, conditional, and *passé simple* tenses; the present and past subjunctive; and demonstrative pronouns. You will also be introduced to the study of French and Quebec culture.

Recommended background: FSF3A-B or the equivalent

Texts: Euler, G. D., and Kenney, M. *Histoires de nos jours*.

_____. *Un bel avenir*.

Kenney, M.; Burville, V.; Hickox, B.; Hill, J.; and Potter, C. *Passeport français*. Books 7 and 8.

Equipment: You must have access to a cassette tape player.

Note: A test to determine whether the Grade 11 or Grade 12 course should be selected is available on request, if you have completed several courses in French but have not studied the language for some time.

Ontario Academic Courses

French
Course code: FSG0A-A

OAC	1 credit
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In this course you will study the works of Francophone authors and use French extensively to express your ideas both orally and in writing. Grammar topics include: the subjunctive; forms and uses of pronouns; articles; and negatives. Literary genres include poetry, short stories, and a modern play. Cassettes will continue to be used for oral practice.

The final mark in this course is calculated in the following manner:

– oral work	30%
– written work	35%
– final test	35%

Recommended background: FSF4A-B or the equivalent

Texts: Carrier, R. *Les enfants du bonhomme dans la lune*.
Gélinas, G. *Hier, les enfants dansaient*.
Jeanneret, F. C. A.; Hislop, E. E.; and Lake, M. H. *Cours moyen de français, Part II*.
Maupassant, Guy de. *Contes choisis de Guy de Maupassant*.
Simenon, G. *Maigret tend un piège*.

Equipment: You must have access to a cassette tape player.

Geography

Basic Level Courses

Basic level courses in geography are designed for students who wish one or more of the following:

- to learn to locate and use information from maps, charts, graphs, and photographs;
- to develop geography skills useful in everyday living;
- to improve reading, writing, and listening skills;
- to learn more about world and Canadian geography.

Geography – Canada (Part 1)

Course code: GCA2B-M

Grade 10 1/2 credit

Study geography with the characters of an imaginary family. Learn interesting facts about Canada. Discover how to get information from maps, charts, graphs, and photographs. Improve your reading, writing, and listening skills.

Audiotapes are included to help you with your lessons and assignments.

Recommended background: none

Text: none

Equipment: You must have access to a cassette tape player.

Geography – Canada (Part 2)

Course code: GCA2B-P

Grade 10 1/2 credit

In this ten-lesson course you will continue to learn more interesting facts about Canadian geography.

Required background: GCA2B-M

Text: none

Equipment: You must have access to a cassette tape player.

Advanced Level Courses

Advanced level courses in geography are designed for students who wish one or more of the following:

- to proceed to Ontario Academic Courses and/or university courses in geography;
- to develop skills that will enable them to become capable, independent learners, thinkers, and evaluators;
- to undertake the tasks of a disciplined and rigorous approach to the study of geography.

Geography – Canada
Course code: GCA2A-B

Grade 10	1 credit
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This course will take you on a tour of Canada from the privacy of your study or worktable. You need no first-hand knowledge of the country, beyond that part of it in which you now live.

The first part of the course introduces the physical landscape of Canada, through its mountains and oceans, mines and farms, cities and villages. With this background, the settlement and economic development of the country can be better understood and put in perspective.

There are opportunities for you to research topics of your choice and to conduct geographical projects in your own neighbourhood.

Recommended background: none

Texts: Quentin, S., advisory ed. *The Canadian Oxford School Atlas*. 4th ed.
Tomkins, M. T.; Rout, V.; Vincent, C.; Walker, D.; and Last, V. *Canada: The Land and Its People*.

Geography – Physical
Course code: GPH3A-A

Grade 11	1 credit
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Since people live in both natural and artificial environments, it is important to understand how each environment functions separately and how the two interact. The emphasis in this course is on physical geography, and the development of basic skills such as using the atlas and interpreting

topographic maps, weather maps, and charts. By studying topics such as the atmosphere and weather, world climates, glaciation, the earth's structure, and geologic time, this course shows the correlation of the two environments.

As background for this course you should have a basic knowledge of human and physical geography.

Recommended background: one course in secondary school geography

Texts: Quentin, S., advisory ed. *The Canadian Oxford School Atlas*. 4th ed.
Inch, R. S., and Stone, W. G. *The Physical Environment*.

Geography – Regional
Course code: GRE4A-A

Grade 12	1 credit
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The purpose of this course is to study the correlation of human and physical geography with the development of selected areas of the world. Topics include: world population patterns; industrialization; and urbanization. Some of the areas studied are the United States, South America, Asia, Siberia, China, Israel, the Rhine Basin, and Japan.

As background for this course you must have a fundamental knowledge of physical and human geography.

Recommended background: one course in secondary school geography

Text: none

Geography – Canada
Course code: GCA5A-B

Grade 13

1 credit

Canada's unique geography contributes greatly to its identity as a country of distinct regions united by common national goals. Our geographical diversity is studied under six general headings: northern location, multi-ethnic population, rapid rate of urbanization, high level of technological development, regionalism, and relation to the outside world.

Resource materials include books or readings, a geography skills booklet, photos, and topographic and other maps.

Recommended background: a good grounding in physical and human geography provided by a course such as GPH3A-A

Text: Quentin, S., advisory ed.
The Canadian Oxford School Atlas.
4th ed.

Guidance

General Level Courses

General level courses in career planning are designed for students who wish one or more of the following:

- to develop a wide range of skills that are useful in searching for a job;
- to find out more about career opportunities;
- to decide which occupation best suits their particular needs and talents.

Guidance – Career Planning

Course code: NGD3G-A

Grade 11	1 credit
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This course will assist you in planning your future. It will help you learn more about yourself, decide which occupation might suit your particular needs and talents, find out what career opportunities are available to you, and learn such job-search skills as writing résumés, applying for work, and dealing successfully with interviews.

Students are asked to do some soul searching, reading, and research and to submit written assignments, questionnaires, and surveys.

Recommended background: Grade 11 English reading and writing skills

Text: none

History and Contemporary Studies

History

History is the study of change and of how the past is related to the present and future. History courses try to lead you to a better understanding of the lives, ideas, and experiences of people from the earliest times to the present.

Basic Level Courses

Basic level courses in history are designed for students who wish one or more of the following:

- to learn about ideas, problems, events, and people in our history;
- to find out how the past affects our lives today;
- to develop skills useful in everyday living;
- to develop reading, writing, and listening skills.

Contemporary Canada: Life in the Twentieth Century (Part 1)
Course code: HCT2B-M

Grade 10	1/2 credit
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Ideas, problems, events, and people in twentieth-century Canada are examined. You will learn skills which will help you in everyday living and complete interesting assignments,

including crossword puzzles, quizzes, and map study.

Audiotapes are included to help you with your lessons and assignments.

Recommended background: none

Text: none

Equipment: You must have access to a cassette tape player.

Contemporary Canada: Life in the Twentieth Century (Part 2)
Course code: HCT2B-P

Grade 10	1/2 credit
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In this ten-lesson course you will continue your study of Canadian history.

Required background: HCT2B-M

Text: none

Equipment: You must have access to a cassette tape player.

General Level Courses

General level courses in history are designed for students who wish one or more of the following:

- to develop an understanding of ideas, issues, events, and personalities in our history;
- to learn to deal with the issues of today's world;
- to develop skills in communicating and problem solving;
- to learn to participate fully in Canadian democracy.

Contemporary Canada: Life in the Twentieth Century
Course code: HCT2G-A

Grade 10 1 credit

This course will help you develop an understanding of the ideas, issues, events, and personalities that have shaped twentieth-century Canada. You will also have the opportunity to develop skills that are helpful in dealing with the issues of today's world.

Topics include: government and law; English-French relationships; Canada and the rest of the world; the two world wars; and Canada today.

Recommended background: none

Text: Kirbyson, R. C.; Bain, C. M.; Dreyer, P.; McCutcheon, K.; and Skesch, A. *Discovering Canada: Shaping an Identity*.

Advanced Level Courses

Advanced level courses in history are designed for students who wish one or more of the following:

- to proceed to Grade 13 or Ontario Academic Courses and/or university courses in the humanities and social sciences;
- to develop skills that will enable them to become capable, independent learners, thinkers, and evaluators;
- to undertake the tasks of a disciplined and rigorous approach to historical study.

Contemporary Canada: Life in the Twentieth Century (Part 1)
Course code: HCT2A-M

Grade 10 1/2 credit

This course will help you understand the theoretical framework of the important ideas, issues, and events in twentieth-century Canada. It is based on four topics: citizenship, English-French relations, Canadian-American relations, and international relations. While the emphasis is on contemporary concerns, historical and future-oriented issues are explored, particularly as they relate to present-day Canadian problems and concerns.

Recommended background: none

Text: none

Contemporary Canada: Life in the Twentieth Century (Part 2)

Course code: HCT2A-P

Grade 10

1/2 credit

In this ten-lesson course you will continue your study of Canadian history.

Required background: HCT2A-M

Text: none

The Origins of the Modern World

Course code: HWO4A-A

Grade 12

1 credit

Through a survey of significant events of world history from the seventeenth century to the present, this course provides an understanding of the background and significance of major events, ideas, and personalities of the modern era.

Topics include: the French Revolution; the rise of nationalism; the emergence of communism; the origins and results of the First World War; the Great Depression; Nazi Germany; the Second World War; the Cold War; the Chinese Revolution; and the rise of the Third World. Famous individuals studied include Napoleon, Marx, Bismarck, Hitler, Franklin Roosevelt, Mao, and Churchill.

Recommended background: one course in secondary school history

Texts: Trueman, J.; Schaffter, H. J. P.; Stewart, R. J.; and Hunter, T. M. *Modern Perspectives*. Rev. ed.
Granatstein, J. L. *The Führer: Adolf Hitler, Master of Germany*.

Ontario Academic Courses

History: Modern Western Civilization

Course code: HWM0A-A

OAC

1 credit

This course focuses on some major ideas about human beings and their world, as well as on the individuals who have made important contributions to the development of knowledge and of institutions in the Western world during the last three centuries. You will be given the opportunity to develop ideas and skills to help you understand and contribute to the issues, values, and ideas that shape your community.

Prerequisite: at least one advanced level Senior social science credit. (It is recommended that students also have completed one advanced level Senior English credit.)

Text: none

Contemporary Studies

The contemporary studies program is concerned with present-day affairs, in particular the structure and operation of social institutions and the motivating forces behind individual and collective behaviour.

People of Native Ancestry helps students understand the history, culture, contributions, and needs of Canadian Native peoples.

Economics provides an introduction to the workings of the Canadian and world economies.

General Level Courses

General level courses in contemporary studies are designed for students who wish one or both of the following:

- to develop a wide range of skills that are useful in everyday life;
- to focus on the individual in relationship to his or her family, friends, community, nation, and the world.

People of Native Ancestry

People of Native Ancestry
Course code: HNA3G-M

Grade 11 1/2 credit

Canada's Native people have played a major role in this country's past and they remain an important part of its social and cultural fabric. Today, Canadians are developing an interest

in, and appreciation of, Native culture, contributions, and heritage.

This course will help you to become more knowledgeable about the history of Native people in Canada and thus more appreciative of the needs of Native Canadians within our common destiny.

Recommended background: Grade 10 English or the equivalent

Text: Santor, Donald M. *Canada's Native People*.

Economics

Economics (Part 1)
Course code: HXE4G-M

Grade 12 1/2 credit

It's time to stop feeling intimidated by the "science" of economics. In this introductory course you will study the demand that people create for products and investigate why certain goods are produced. You will also learn about inflation, unemployment, and international trade.

Recommended background: Grade 10 English

Text: none

Economics (Part 2)**Course code: HXE4G-P**

Grade 12

1/2 credit

This course will be available in December 1988.

In this ten-lesson course you will continue the study of economics that you began in HXE4G-M.

Required background: HXE4G-M**Text: none**

Ontario Academic Courses

Economics

Economics**Course code: HXE0A-A**

OAC

1 credit

A knowledge of economics is essential for sound decision making. This course in economic reasoning will help you develop the knowledge and skills needed throughout life to make informed decisions and reasoned judgments about important economic questions facing your country, your society, and yourself. You will be able to understand, interpret, and discuss knowledgeably the current economic events, issues, and theories that influence not only your province and your fellow Canadians, but also Canada's relations with the rest of the world.

Prerequisite: at least one advanced level Senior social science credit**Text: none**

Mathematics

Basic Level Courses

Basic level courses in mathematics are designed for students who wish one or more of the following:

- to acquire more understanding, skill, and confidence in mathematics;
- to acquire more knowledge of how to use mathematics in everyday life;
- to obtain standing in mathematics up to Grade 12, but not beyond.

Basic level courses are straightforward courses designed for students who have found mathematics difficult in the past.

Note: If you wish to prepare for postsecondary education, you should choose courses from the general level or the advanced level.

Mathematics

Arithmetic)

Course code: MAT1B-A

Grade 9 1 credit

There is an opportunity for adult students to "go back to the beginning" in arithmetic. Careful explanations are provided, followed by numerous examples. A practice exercise is given for each topic, and full solutions are provided, so that you can check your

work and correct errors in thinking before beginning the actual assignment.

Topics include: the addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals; and the percentage form and its use.

Recommended background: none

Text: none

Mathematics

(Mathematics for Work and Home, Part 1)

Course code: MTW2B-M

Grade 10 1/2 credit

This is a practical course that will be useful if you have had difficulty in mathematics and wish to improve your skills in mathematics as it relates to everyday situations at home and at work.

The ten-lesson course will teach you how to use mathematics in the following sample situations: getting a job and understanding your pay cheque; keeping a bank account; buying and maintaining a car; calculating the cost of hobbies, vacations, and entertainment; and working full- or part-time.

Your skills will be carefully developed and reinforced in each lesson.

Recommended background: a Grade 9 mathematics course

Text: none

Mathematics
(Mathematics for Work and Home, Part 2)

Course code: MTW2B-P

Grade 10	1/2 credit
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This ten-lesson course is a continuation of MTW2B-M. It will give you an additional one-half credit in Grade 10 basic mathematics.

The course emphasizes the practical aspects of mathematics and how to use mathematics in day-to-day situations. Topics include: renting or buying a home; maintaining and repairing a home; planning a garden; planning a weekend; reading the sports pages; and calculating your fitness level.

Required background: MTW2B-M

Text: none

General Level Courses

General level courses in mathematics are designed for students who wish one or more of the following:

- to acquire the practical mathematical skills necessary for business applications, apprenticeship, and/or enrolment in a college of applied arts and technology;
- to take courses which are less demanding than advanced level courses.

Mathematics
Course code: MAT1G-A

Grade 9	1 credit
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This course provides opportunities for you to improve many mathematical and related skills; to review basic mathematical concepts; to prepare for further mathematics courses at the general level; and to gain confidence, as well as take enjoyment, in the subject. Topics include: problem solving; decimals; metric conversion; functions; ratio and proportion; per cents; integers; introduction to geometry; introduction to algebra; and statistics.

Recommended background: none

Text: none

Mathematics
Course code: MAT2G-A

Grade 10	1 credit
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This course is designed to further develop the mathematical concepts covered in MAT1G-A, using practical applications to reinforce the concepts. Topics include: techniques for representing and interpreting data; graphing and analysing linear relationships; ratio and proportion; variation; vectors; trigonometry; and properties of the circle.

Prerequisite: MAT1G

Text: none

Mathematics for Business and Consumers, Part 1

Course code: MTB3G-M

Grade 11	1/2 credit
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This course is designed to develop your understanding of the mathematics used in such tasks as buying and selling, managing savings and investments, and calculating income tax. Skill in operating a calculator is developed, and practice examples and exercises with full solutions are provided. This course not only offers practical assistance in everyday business mathematics but can give you some necessary background, if you wish to take further courses in business studies.

Prerequisite: MAT2G or MAT2A

Text: none

Mathematics for Business and Consumers, Part 2

Course code: MTB3G-P

Grade 11	1/2 credit
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This course will be available in December 1988.

Designed to follow MTB3G-M, and using a similar format, this course will continue to emphasize practical mathematics. Skill in using a calculator will continue to be developed.

Required background: MTB3G-M

Text: none

Mathematics – Applications 2

Course code: MTA4G-A

Grade 12	1 credit
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This practical course consists of four independent units: statistics and probability; trigonometry; algebra; and mathematics of investment. Topics include: the use of statistics and probability to collect and analyse data and to predict trends using basic arithmetic; the application of trigonometry and vectors to the study of mechanics, construction, navigation, and forces; factoring, quadratic equations, and quadratic relations; sequences and series; and mathematics of investment topics with an in-depth study of interest and annuities.

Recommended background: MTA3G or the equivalent. (MTA3G was offered prior to 1988.)

Text: none

Advanced Level Courses

Advanced level courses in mathematics are designed for students who are strong in mathematics and who wish one or more of the following:

- to prepare for the study of mathematics to the end of secondary school and possibly beyond;
- to take courses that are theoretical rather than practical;
- to take courses that are academically challenging.

Mathematics

Course code: MAT1A-B

Grade 9

1 credit

This is the first course in the series leading to Senior advanced studies in mathematics (Grade 13 and Ontario Academic Courses).

This course deals with each new topic in detail, giving you ample opportunity to practise new skills. Topics include: the language of sets; integers and rational numbers; irrational numbers; introduction to algebra; statistics; graphing; geometry; transformations; and a comprehensive review.

Recommended background: none

Text: none

Mathematics

Course code: MAT2A-A

Grade 10

1 credit

Presented in a highly personal style, this course makes use of familiar, everyday happenings to show that math can be fun, as well as stimulating. There are many helpful examples and practice exercises. Topics include: statistics; radicals; polynomials; graphs and relations; variation; linear systems; transformations; deductive geometry; and three-dimensional geometry.

Prerequisite: MAT1A

Text: none

Mathematics

(Mathematics, Grade 11, Advanced Level, Part 1)

Course code: MAT3A-M

Grade 11

1½ credit

This course is designed to prepare you for the Ontario Academic Courses in mathematics. The aim of the course is to help you understand the principles of mathematics and develop proficiency in those mathematical skills commonly used in other subject areas.

Each lesson includes a number of examples as well as practice exercises with complete solutions. The correct use of a scientific calculator is also taught through examples. Skills developed in earlier grades in geometry and algebra are consolidated.

Prerequisite: MAT2A or MTT3G. (MTT3G is not yet available at ILC.)

Text: none

Mathematics

(Mathematics, Grade 11, Advanced Level, Part 2)

Course code: MAT3A-P

Grade 11

1½ credit

This course will be available in December 1988.

This ten-lesson course is designed to follow MAT3A-M. Topics include: investment mathematics (interest and annuities); and functions (for example, the quadratic function). The format of the course is similar to that of MAT3A-M, and the use of a scientific calculator will continue to be emphasized.

Required background: MAT3A-M

Text: none

Mathematics – Foundations 2

Course code: MFM4A-B

Grade 12	1 credit
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Completion of this course will prepare you for Grade 13 mathematics or an Ontario Academic Course in this subject, and you will have gained an appreciation of the overall structure of mathematics and its connecting links. Topics include: graphing; functions (quadratic, exponential, logarithmic, trigonometric); analytic and deductive geometry; and sequences and series.

Recommended background: MFM3A. (This course was offered prior to 1988.)

Text: none

Relations and Functions

Course code: MRF5A-A

Grade 13	1 credit
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This course enlarges on previous work on functions and relations, with emphasis placed on the unifying concept of mapping. Topics include: rotation; classification and properties of functions; sequences and series; compound interest; annuities; instalment buying and consumer credit; trigonometry; definition and discussion of conics; and plane transformations and their application to second-degree relations.

Recommended background: MFM4A or MAT4A. (MAT4A is not yet available at ILC.)

Text: none

Calculus

Course code: MCA5A-A

Grade 13	1 credit
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Calculus is the study of how one variable changes with respect to another. This is a practical course, in which theory has been kept to a minimum. Topics include: derivatives (rules, graphs, applications to practical problems); integration (areas, volumes); polar co-ordinates; and complex numbers.

Recommended background: MFM4A or MAT4A

Text: Del Grande, J. J., and Duff, G. F. D. *Calculus*.

Algebra

Course code: MAL5A-A

Grade 13	1 credit
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This challenging course is often taken as a third mathematics credit by students planning to study mathematics or related subjects at university. Topics include: set theory; permutations and combinations; mathematical induction; binomial theorem; probability; vectors; equations of lines and planes; and matrices. Some topics pertain to the social sciences.

Recommended background: MFM4A or MAT4A

Text: Coleman, A. J.; Del Grande, J. J.; Duff, G. F. D.; Egsgard, J. C.; and Kirby, B. J. *Algebra*.

Mathematics of Investment

Course code: MTI5A-A

Grade 13

1 credit

This relevant and practical course in applied mathematics develops the skills needed to investigate investment principles. Topics include: credit buying; annuities; mortgages; bonds; insurance; and stocks.

Prerequisite: MFM4A or MAT4A

Text: none

Ontario Academic Courses

Finite Mathematics

Course code MFN0A-A

OAC

1 credit

This course is the first in a series of new mathematics courses – the Ontario Academic Courses. Finite Mathematics is designed for those students who require one OAC, other than calculus, as a prerequisite for university courses. This course covers some areas of relations and functions, as well as algebra. Topics include: matrix applications; combinations; the binomial theorem; finite series; and probability.

Prerequisite: MFM4A or MAT3A

Text: none

Personal Life Management

People today are faced with many significant social challenges, such as rapid technological and economic change, new family patterns, an aging population, and a variety of lifestyles. In order to help you understand these changes and acquire the skill to deal with them, the Personal Life Management Program has been developed.

This program will give you an opportunity to explore a variety of topics in a short period of time. Each course within the program is a five-lesson module worth one-quarter credit. You may select as many of the courses as you wish. Students who successfully complete any four of the Personal Life Management courses will earn the Senior Division social science credit that is required for the Ontario Secondary School diploma.

The following modules have been developed as Grade 11, general level courses:

- Aging
- Law
- Nutrition
- Parenting
- Entrepreneurship
- Resources Management
- Well-Being

Students may elect to study one or any combination of these courses.

General Level Courses

Aging
Course code: NMG3G-J

Grade 11	1/4 credit
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Although all living things age, many people have an unrealistic picture of the elderly and the aging process. We often do not take the time to think about what aging means, both to ourselves and to others. This module will give you a chance to gain a better understanding of older generations.

Topics include: the aging process; support services in the community; retirement; family life; and positive attitudes towards aging.

Recommended background: none

Text: none

Law
Course code: NML3G-J

Grade 11 1/4 credit

Since laws affect the daily lives of everyone, it is important that you have some knowledge about our laws and legal system. This module will provide you with a good overview of the law as it affects your everyday life. Topics include: family issues; living and working in the community; criminal issues; and community resources.

Recommended background: none

Text: none

Nutrition
Course code: NMN3G-J

Grade 11 1/4 credit

There is little question that the food we eat affects our health. This module will increase your knowledge of the relationship between nutrition and health. You will have the chance to look at your present diet and to develop a personal food plan that not only is healthy but reflects your lifestyle and tastes.

Topics include: nutrition and health; choosing food; meal patterns and nutrition; and food shopping, storage, and preparation.

Recommended background: none

Text: none

Parenting
Course code: NMP3G-J

Grade 11 1/4 credit

Whether you are already a parent, thinking about starting a family, or simply interested in how children develop, this module will increase your understanding of the art of being a parent. Topics include: preparation for parenthood; early childhood development; the role of a parent; and the rights of children.

Recommended background: none

Text: none

Entrepreneurship
Course code: NME3G-J

Grade 11 1/4 credit

This module will be available in December 1988.

Have you ever thought about working for yourself? To be successful, you need to have what some have called the entrepreneurial spirit – you must be able to make your own decisions, be prepared to take risks, and exercise your ingenuity.

In this module, you will look at the kinds of things you have to do to start and run a successful business or enterprise. Topics include: the characteristics of an entrepreneur; and planning, managing, and expanding an enterprise.

Recommended background: none

Text: none

Resources Management
Course code: NMM3G-J

Grade 11 1/4 credit

This module will be available in March 1989.

We all need to have food, shelter, and clothing, and to feel independent and secure. In this module, you will learn to use your time, money, and talents to fulfil these basic needs. Topics include: handling your personal resources; managing your time and money; and discovering your hidden talents.

Recommended background: none

Text: none

Well-Being
Course code: NMW3G-J

Grade 11 1/4 credit

This module will be available in March 1989.

In this module, well-being is defined as the "wellness" that you feel when you are psychologically, socially, and physically healthy. This module will help you understand what well-being is, how it can be achieved and maintained, and why it is important to your personal life.

Topics include: the nature of well-being; levels of well-being; influences on the maintenance of well-being (e.g., habits, work, stress); and planning and achieving personal well-being.

Recommended background: none

Text: none

Science

Basic Level Courses

Basic level courses in science are designed for students who wish one or more of the following:

- to improve their job-related skills such as observing, reporting, and summarizing information;
- to understand better current issues in science;
- to become aware of the ways in which science affects their lives.

Science

Course code: SNC1B-M

Grade 9 1/2 credit

You will find this course both interesting and practical. It will help you to understand the world around you and to make decisions related to everyday life.

Topics in this ten-lesson course include: the body and its functions; forces and speed; and simple machines, such as levers and pulleys.

There will be experiments to perform in your home, making use of simple household materials.

Recommended background: none

Text: none

Science

Course code: SNC1B-P

Grade 9 1/2 credit

This course will be available in March 1989.

This course is a continuation of SNC1B-M. Topics include: the properties of matter; the science of home gardening; and the world of water. Special attention will be given to environmental issues, including the need to conserve our natural resources.

You will perform experiments in your home, making use of simple household materials.

Required background: SNC1B-M

Text: none

Science

Course code: SNC2B-M

Grade 10 1/2 credit

This course will be available in March 1989.

A variety of current scientific issues will be discussed. Topics include: our surroundings, from the tiniest cells to the far reaches of outer space; the skin and the tanning process; and drugs and alcohol.

Recommended background: none

Text: none

General Level Courses

General level courses in science should focus on the practical aspects of science and its applicability to technology. Science should be perceived as personally useful and beneficial to others.

These courses are designed for students who wish one or both of the following:

- to prepare themselves for employment;
- to pursue further studies in a postsecondary institution such as a college of applied arts and technology.

Biology

Course code: SBI4G-B

Grade 12	1 credit
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Understanding the human body system and the place of that system in the balance of nature are the main concerns of this survey course in biology. You will learn about the structure, life cycles, and interrelationships of life forms ranging from submicroscopic viruses to mammals.

Topics include: viruses; bacteria; algae; fungi; flowering plants; protozoans; flatworms; insects; fishes; amphibians; reptiles; mammals; heredity; human genetics; ecology; pesticides; pollution; population explosion; and space travel.

The course provides the basis for a better understanding of the ecological issues facing society today. It is also a useful preparation for nursing and

other careers requiring a general knowledge of life science.

Simple experiments aid in understanding certain topics. Optional dissections of preserved specimens permit further observations.

Recommended background: one course in secondary school science

Text: Otto, J. H.; Towle, A.; and Madnick, M. E. *Modern Biology*.

Equipment: A biology kit is sent to each student on loan.

Advanced Level Courses

Advanced level courses in science are designed for students who wish one or more of the following:

- to focus on the academic skills required for further studies at university or in certain programs at colleges of applied arts and technology;
- to acquire an understanding of the theoretical principles, practical applications, societal implications, and substantive content of science;
- to develop a high level of problem-solving skills.

Science

Course code: SNC1A-A

Grade 9	1 credit
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This is an introductory course in physical science. Whether you plan further studies in physics and chemistry or would simply like a better understanding of the world around you, this

course describes for you, in a readable and informative manner, the concepts, methods, and issues of science. Simple experiments are performed, using materials that are easy to obtain.

Topics include: measurement; the structure of matter; solutions and mixtures; chemical reactions; work, energy, and power; pressure; heat; environmental chemistry; and the energy crisis.

Recommended background: none

Text: none

Biology

Course code: SBI2A-A

Grade 10	1 credit
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You and all the other living things in the world are the subjects of this introductory course in biological science. You will look at this living world the way the scientist does and perform some simple experiments with easily obtainable materials. This course can be taken for general interest or as background for further studies in biology.

Topics include: cells and their processes; genetics; viruses and bacteria; green plants; nutrition; excretion; reproduction; systems (nervous and chemical control); and ecology.

Recommended background: none

Text: none

Chemistry

Course code: SCH3A-A

Grade 11	1 credit
----------	----------

This course has replaced SCH4A-B or any equivalent Grade 12 chemistry course.

The purpose of this course is, among other things, to help you appreciate the importance of chemistry in a wide variety of daily activities, and understand the ways in which chemistry affects your environment. The latter will assist you in making decisions as a responsible citizen.

Topics include: physical and chemical properties; atomic theory; chemical bonding; the behaviour of gases; chemical formulas and equations; chemical calculations; water and solutions; acids and bases; and chemical industries in Canada.

Recommended background: one course in advanced level mathematics with algebra and one advanced level course in physical science, such as SNC1A-A

Text: none

Equipment: Two chemistry kits are sent to you on loan.

Physics
Course code: SPH3A-A

Grade 111 credit

This course provides an interesting and relevant study of the fundamental concepts and ideas of physics, from Galileo to atomic radiation. Topics include: waves; light; sound; mechanics; electricity; magnetism; electro-magnetism; electronics; and atomic physics.

You should select this course if you wish to prepare for Grade 13 or OAC physics or if you wish simply to gain knowledge of a subject that interests you. As background for this course you should have a sound knowledge of arithmetic, graphing, and simple algebra.

Experiments are described and illustrated in the text; you are not required to perform them yourself.

Recommended background: one course in Grade 10 mathematics with algebra and SNC1A-A or the equivalent

Text: none

Biology
Course code: SBI5A-A

Grade 131 credit

This course is for you if you (a) wish to study life-science courses at university, and/or (b) wish to learn more about the relevance of biology to many current issues, some of which have far-reaching significance in the future of this planet and its inhabitants.

Topics include: biochemistry (the chemistry of cell activity); organic molecules and chemical synthesis; the roles of ADP and ATP; DNA, RNA, and the genetic code; organ systems in plants and animals, including humans; Mendelian genetics; the reproduction and development of organisms; and the study of evolution.

You will be required to perform experiments in some of the lessons.

Recommended background: SCH3A-A or the equivalent

Text: Galbraith, D. I., and Wilson, D. G. *Biological Science: Principles and Patterns of Life*.

Equipment: You are required to purchase one kit of equipment and biological specimens. Instructions regarding the purchase of this kit (at an approximate cost of \$24.00) will be included with the first package of lesson materials.

Ontario Academic Courses

Chemistry

Course code: SCH0A-A

OAC

1 credit

This course is a replacement for SCH5A-B or Grade 13 chemistry.

This OAC is a natural follow-up to the Grade 11 advanced level course SCH3A-A. It will attempt to assess rationally the scientific issues faced by Canadian industrialists and citizens as they achieve the proper balance of industrial growth and a safe environment. Chemistry is a study that can debate this balance quite naturally and meaningfully.

In the first five lessons you will review the Grade 11 material. For the balance of the course, you will deal with the following topics: nuclear reactions; energy of reactions; equilibrium; electrochemistry; and organic chemistry. There is a laboratory component to this course that you will do in your home.

Prerequisite: a knowledge of basic chemistry, as provided in SCH3A-A, and a level of mathematical skills such as those provided by a Grade 11 advanced level course

Text: Toon, E. R., and Ellis, G. L.
Foundations of Chemistry.

Equipment: Students are required to purchase one chemistry kit. Instructions regarding the purchase of this kit (at an approximate cost of \$50.00) will be included with the first package of lesson materials.

Physics

Course code: SPH0A-A

OAC

1 credit

This course is a replacement for SPH5A-A or Grade 13 physics.

This OAC is designed to give you the opportunity to handle and understand course content, scientific processes, and problem-solving techniques. Towards the end of the course, you will be exposed to multiconcept problems, which combine concepts from areas such as mechanics, electricity, wave phenomena, and modern physics. The course will also deal with the relevant applications and societal implications of physics.

Topics include: Newton's laws of motion; theories of light; electric fields; and special relativity.

Lesson 20 consists of sample tests, to enable you to prepare more effectively for the final test.

Prerequisite: an introductory course in physics at the advanced level and a strong background in algebra and geometry

Text: none

Technological Studies

For the time being, technological studies at ILC are offered at the general level only. This level has proven to be the most appropriate to the needs of the students enrolling in the technical courses.

General Level Courses

General level courses in technological studies are designed for students who wish one or more of the following:

- to prepare for direct entry into employment or certain college courses;
- to acquire personal skills;
- to become acquainted with the language and issues of the various fields of technological studies;
- to increase their awareness, appreciation, and enjoyment of the arts;
- to develop an appreciation of the relationship between technological changes and the quality of life.

Drafting – General Course code: TDG2G-B

Grade 10	1 credit
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This course introduces you to fundamental drafting procedures and develops your skills in the use of basic drafting equipment and special drawing techniques. Assignments in blueprint reading complement each phase of the course. Metric drawing is also introduced. Topics include: simple and multiview drawings; the theory of shape description; orthographic projection; shop processes; dimensioning; isometric drawing; and sectioning.

Recommended background: none

Text: none

Equipment: You are required to supply your own drafting materials. Instructions regarding the purchase (at an approximate cost of \$60.00) or the rental (at an approximate cost of \$7.00 per month) of a complete kit will be included with the first package of lesson materials. This kit may also be used for TDG3G-M, TDM3G-M, and TDA3G-M.

Drafting – General
Course code: TDG3G-M

Grade 11 1/2 credit

This course is of a general nature, providing a logical follow-up to TDG2G-B or its equivalent. Topics include: a review of orthographic projection and dimensioning; a review of sectioning; circles in isometric; threads and fasteners; tolerances and allowances; parallel and radial lines; and pictorial drawing.

Recommended background:
TDG2G-B or the equivalent

Text: none

Equipment: You are required to supply your own drafting materials. Instructions regarding the purchase (at an approximate cost of \$60.00) or the rental (at an approximate cost of \$7.00 per month) of a complete kit will be included with the first package of lesson materials.

Drafting – Architectural
Course code: TDA3G-M

Grade 11 1/2 credit

This course moves logically from the general approach of TDG3G-M into more specialized architectural work. You are taken through the process of designing a house, from the foundation to the roof, in an interesting and easy-to-follow manner. Although the course is really an introduction to architectural drafting, it could also prove useful if you wish to know more about what to look for when buying a house.

Recommended background:
TDG2G-B or the equivalent and
TDG3G-M or the equivalent

Text: none

Equipment: You are required to supply your own drafting materials. Instructions regarding the purchase (at an approximate cost of \$60.00) or the rental (at an approximate cost of \$7.00 per month) of a complete kit will be included with the first package of lesson materials.

Drafting – Mechanical
Course code: TDM3G-M

Grade 11 1/2 credit

This course moves logically from the general approach of TDG3G-M into more specialized mechanical work. Topics include: secondary auxiliary views; cam design; gearing; assembly drawings; graphic illustrations; and die design.

Recommended background:
TDG2G-B or the equivalent and
TDG3G-M or the equivalent

Text: none

Equipment: You are required to supply your own drafting materials. Instructions regarding the purchase (at an approximate cost of \$60.00) or the rental (at an approximate cost of \$7.00 per month) of a complete kit will be included with the first package of lesson materials.

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Études contemporaines						
Orientation (G)			29			
L'homme et la société (G)				29		
Études informatiques						
Initiation à l'informatique (G)		30				
Études technologiques						
Dessin industriel (G)		31				
Menuiserie (G)			31			

et lui fera saisir les notions de base de la chimie.

La crise de l'énergie et examine les sources d'énergie actuelles; il suggère des sources de remplacement et encourage une consommation intelligente de l'énergie au foyer, dans les transports et dans l'industrie. L'analyse des problèmes de notre environnement physique invite l'élève à s'engager personnellement et de façon éclairée dans la lutte contre la pollution sous toutes ses formes.

Préable recommandé : Aucun

Manuel : Aucun

Physique

Code du cours : SPH3A-0

11^e année 1 crédit

Ce cours permet à l'élève de résoudre des problèmes d'ordre technique et mécanique qui illustrent des principes de physique.

Les leçons sur la lumière comprennent l'étude des miroirs (la réflexion) et des lentilles (la réfraction) et l'analyse du fonctionnement des instruments d'optique. La leçon sur les ondes établit un lien entre l'étude de l'optique et celle de l'acoustique. Le cours approfondit également les notions de force, de mouvement et de dynamique ainsi que les aspects théorique et pratique de l'électricité. L'électronique et les rudiments de la physique moderne, comprenant entre autres la structure atomique et les transformations nucléaires, sont aussi à l'étude.

Préable recommandé : Un cours de mathématiques de 10^e année et le cours Sciences SNC1A ou l'équivalent

Manuel : Aucun

Matériel : On prête trois trousseaux de chimie à l'élève.

Niveau avancé

Sciences
Code du cours : SNC1A-0

9^e année 1 crédit

Ce cours de sciences physiques porte sur la mesure et l'analyse de la matière. Il examine les changements d'état, la notion d'énergie, l'énergie potentielle d'un ressort, la gravité, l'énergie produite par le mouvement, les leviers, les poulies et la chaleur, en particulier la chaleur massique des métaux. Un chapitre étudie les causes de

Des troussees contenant des instru-
ments de laboratoire et des produits
chimiques sont fournies dans certains
cours de sciences afin de permettre à
l'élève de faire les expériences néces-
saires. Les troussees contenant des pro-
duits chimiques ne sont pas expédiées
hors du Canada, ni aux endroits des-
servis uniquement par courrier aérien.

Niveau général

Sciences

Code du cours : SNC2G-0

10^e année

1 crédit

Ce cours est une introduction à la
science. Il permet à l'élève d'explorer
un champ scientifique assez vaste. Les
principaux thèmes étudiés sont : l'éco-
logie et les écosystèmes, la diversité
animale, la digestion, la respiration, les
maladies des systèmes digestif et respi-
ratoire, la circulation et la reproduc-
tion, la matière, les acides et les bases,
l'électricité et le magnétisme, l'énergie
et la conservation de l'énergie, les
roches et les minéraux, les ressources
minières et l'industrie minière et la pol-
lution de l'environnement.

L'élève aura l'occasion d'effectuer plu-
sieurs activités qui n'exigent qu'un ma-
tériel simple.

Préalable recommandé : Aucun

Manuel : Aucun

Biologie

Code du cours : SBI3G-0

11^e année

1 crédit

Le thème de base de ce cours est la
vie : ses origines, ses caractéristiques et
ses formes variées. L'élève étudie la
structure et les cycles vitaux des orga-
nismes (des virus aux mammifères en
passant par les plantes, les animaux
peu développés, les insectes et les rep-
tiles), l'hérédité et le rôle des gènes.

Préalable recommandé : Un cours de
sciences du palier secondaire

Manuel : Otto, J.H. et al. *Biologie*

moderne.

Matériel : On prête une trousse de bio-
logie à l'élève.

Chimie

Code du cours : SCH4G-0

12^e année

1 crédit

Ce cours donnera à l'élève un aperçu
de la place qu'occupent les produits
chimiques dans la vie de tous les jours

Voici quelques-uns des thèmes qui sont à l'étude : les matrices, les transformations, les nombres complexes, les vecteurs, l'espace à deux dimensions et l'espace à trois dimensions.

Ce cours fait appel à l'intuition de l'élève. On passe du concret à l'abstrait, du géométrique à l'analytique. Il prépare le passage du secondaire à l'université.

Préalable : Un cours de mathématiques de 12^e année de niveau avancé

Manuel : Aucun

Mathématiques dirigées
Code du cours : MFD0A-0

CPO 1 crédit

Ce cours s'adresse aux élèves qui n'ont pas besoin de suivre le cours Calcul infinitésimal pour être admis à l'université.

Il traite surtout de modèles mathématiques utilisés dans le monde

d'applications. En particulier, l'élève étudiera la résolution de systèmes d'équations et d'inéquations, les permutations et les combinaisons, le théorème du binôme, les séries finies, les probabilités et les statistiques.

Préalable : Un cours de mathématiques de 11^e année de niveau avancé

Manuel : Aucun

Préalable recommandé : Mathématiques MFM4A ou équivalent

Manuel : Del Grande, J.J. et al. *Calcul différentiel et intégral*.

Cours préuniversitaires de l'Ontario (CPO)

Les cours préuniversitaires de l'Ontario (CPO) de mathématiques permettent à l'élève :

- de comprendre la nature et les principes des mathématiques;
- d'acquies les aptitudes nécessaires pour poursuivre l'étude des mathématiques et de disciplines connexes au niveau universitaire;
- d'acquies les compétences nécessaires pour résoudre des problèmes complexes;
- d'apprendre à communiquer l'aide du langage et de la notation mathématique;
- de comprendre l'importance du processus de démonstration dans l'étude et l'application des mathématiques.

Algèbre et géométrie

Code du cours : MAC0A-0

CPO 1 crédit

Ce cours est destiné aux élèves ayant réussi le cours de mathématiques de 12^e année de niveau avancé ou son équivalent. Puisque ce cours s'adresse surtout aux élèves qui ont l'intention de faire des études universitaires, il im-

équations du cercle, de la corde et de la tangente. Le cours se termine par de nombreux exercices sur les suites et les séries arithmétiques et géométriques. Ce cours constitue une préparation aux divers cours de mathématiques de 13^e année.

Prétable recommandé :

Mathématiques MFM3A ou l'équivalent

Manuel : Aucun

Relations et fonctions

Code du cours : MRF5A-0

13^e année

1 crédit

L'intérêt composé, à établir de façon précise la valeur acquise et la valeur réelle d'un investissement, à calculer le prix et le taux de rendement des obligations, à calculer l'amortissement d'une dette, à comparer mathématiquement une rente viagère (prime unique) à une rente temporaire (prime unique) et à calculer la prime unique et la prime annuelle de diverses polices d'assurance. Le cours présente également une étude de l'escompte et de la vente à tempérament.

Prétable recommandé : Un cours de mathématiques de 12^e année de niveau avancé ou un cours équivalent qui a porté sur l'algèbre

Manuel : Aucun

Calcul infinitésimal

Code du cours : MCA5A-0

13^e année

1 crédit

Ce cours insiste sur la compréhension des concepts fondamentaux plutôt que sur la connaissance théorique du calcul différentiel. Les deux premières leçons présentent des notions générales telles que le calcul de l'aire et la notion de la limite d'une suite. Les leçons suivantes introduisent le calcul différentiel (l'étude des variations infiniment petites des fonctions) et certains problèmes pratiques de physique. L'élève verra ensuite l'intégration et ses applications. Les concepts essentiels tels que la dérivée et la variation d'une fonction sont bien expliqués. Dans les dernières leçons, l'élève étudie les coordonnées polaires et les nombres complexes.

Au cours des premières leçons, l'élève revoit des notions de mathématiques modernes. Il ou elle approfondit sa connaissance des fonctions suivantes : tangente, sinus, cosinus et la fonction spéciale W. Il ou elle étudie également les coniques tels que le cercle, la parabole, l'ellipse et l'hyperbole; les représentations cartésiennes et leur application aux relations du second degré; et les transformations géométriques. Quelques leçons sont consacrées à l'étude des séquences et des séries, de l'intérêt, de la capitalisation et des annuités.

Prétable recommandé : Un cours de mathématiques de 12^e année de niveau avancé ou l'équivalent

Manuel : Aucun

Mathématiques des investissements (Mathématiques financières)

Code du cours : MT15A-0

13^e année

1 crédit

Dans ce cours pratique, l'élève apprendra à calculer l'intérêt simple et

Au cours des cinq premières leçons, l'élève revoit des notions fondamentales d'algèbre et de géométrie. Le cours approfondit ensuite la résolution des équations quadratiques, des équations linéaires et des équations exponentielles. L'élève étudie les fonctions logarithmiques et les graphes des fonctions trigonométriques. Plusieurs leçons sont consacrées à l'étude des

12^e année 1 crédit

Code du cours : MFM4A-0

Mathématiques

Manuel : Aucun

l'algèbre

La section sur la trigonométrie aborde la notion de radian, les angles, les fonctions trigonométriques primaires, les règles du sinus et du cosinus ainsi que les graphiques du sinus, du cosinus et de la tangente.

Préalable recommandé :

Mathématiques MAT2A ou un cours équivalent qui aborde l'étude de

La section sur la géométrie étudie les rapports et les proportions, les propriétés des triangles semblables et les propriétés de leurs aires ainsi que la résolution des systèmes d'équations linéaires.

Dans ce cours, la section sur l'algèbre explique comment effectuer les quatre opérations sur les polynômes, la substitution et la simplification des expressions de produits de binômes et la mise en facteur.

11^e année 1 crédit

Code du cours : MFM3A-0

Mathématiques

Les cours de niveau avancé s'adressent à l'élève qui désire :

- avoir la formation en mathématiques nécessaire pour entreprendre des études postsecondaires;

- approfondir ses connaissances en mathématiques, par intérêt personnel en suivant des cours plus théoriques.

Mathématiques
Code du cours : MAT2A-0

10^e année 1 crédit

Ce cours aborde la statistique par l'étude des mesures de tendance centrale : la moyenne, la médiane et le mode. Il comprend aussi l'étude des systèmes linéaires : les propriétés de la droite, la pente d'une droite, les équations linéaires, les graphes des relations linéaires et les résolutions graphique et algébrique des systèmes linéaires. Le programme de géométrie déductive est composé d'exercices sur les droites, les angles, les triangles, les rectangles, les parallélogrammes et la notion de similitude des figures. Le cours présente aussi la géométrie à trois dimensions et se termine par l'étude de l'aire et du volume.

Préalable recommandé : Un cours de mathématiques de 9^e année, niveau avancé ou l'équivalent

Manuel : Aucun

Niveau avancé

Mathématiques
Code du cours : MAT2G-0

10^e année 1 crédit

Dans ce cours, l'élève fera usage de sa connaissance des fractions, de l'algèbre et des équations simples acquises précédemment.

Ce cours lui offre un exposé simple et illustre de graphiques et une analyse de certaines relations linéaires. L'élève étudie aussi les caractéristiques du triangle, du rectangle et du cercle ainsi que la surface et le volume du cylindre, du cône et de la sphère.

Les applications pratiques portent sur des objets concrets et des situations courantes.

Préalable recommandé :
Mathématiques MAT1G ou l'équivalent

Manuel : Aucun

11^e année 1 crédit

Dans les premières leçons, l'élève reverra les notions fondamentales de l'arithmétique et de l'algèbre. Le cours introduit par la suite les inéquations et le système d'équations linéaires, les sortes de graphiques (de droites et d'inéquations), les formules et fonctions (fonctions linéaires et leurs résolutions graphiques), l'étude de la droite dans un plan, la théorie des exposants et celle des radicaux (opérations de base et simplification d'expressions avec radicaux). Les dernières leçons sont consacrées au monde des affaires. L'élève apprend à

Mathématiques
Code du cours : MTA4G-0

12^e année 1 crédit

Préalable recommandé :
Mathématiques MAT2G ou l'équivalent

Manuel : Aucun

Ce cours permettra à l'élève d'acquérir une bonne formation générale en mathématiques.

La section sur la statistique porte sur la cueillette et l'analyse de données, les dangers d'une mauvaise interprétation des données, la notion de moyenne, les mesures de dispersion, l'écart type et les probabilités. La section sur la trigonométrie traite des rapports et des résolutions du triangle, du rectangle, des lois du sinus et du cosinus, des vecteurs, des graphiques et des fonctions trigonométriques.

Préalable recommandé :
Mathématiques MTA3G ou l'équivalent

Manuel : Aucun

La section sur l'algèbre présente les polynômes et leur décomposition en facteurs, les équations et les fonctions du second degré ainsi que les progressions arithmétiques et géométriques. La section sur les affaires comporte l'étude des annuités et des hypothèques.

Niveau général

Les cours du niveau général s'adressent à l'élève qui désire :

– acquérir une bonne formation générale en mathématiques;

– se préparer à un programme d'apprentissage ou de formation professionnelle.

Mathématiques

Code du cours : MATIG-0

9^e année

1 crédit

La dernière leçon est réservée à des problèmes pratiques courants que l'élève devra résoudre à l'aide des connaissances mathématiques acquises durant le cours.

Préalable recommandé : Posséder des notions élémentaires de mathématiques

Manuel : Aucun

Mathématiques du consommateur

Code du cours : MAT2F-6

10^e année

1/2 crédit

Ce cours fait suite au cours

Mathématiques du consommateur

MAT2F-5.

Il vise à donner à l'élève les connaissances mathématiques nécessaires

pour prendre des décisions éclairées

dans notre société de consommation.

Les explications théoriques sont

accompagnées de nombreux exemples

et problèmes.

Le cours renseigne l'élève sur des situations concrètes telles que l'évaluation

des dépenses occasionnées par un

voyage ou par l'achat et l'entretien

d'une automobile. Deux leçons exami-

nent à fond toute la question de l'inté-

rêt. Les exercices amènent l'élève à

faire ses propres calculs, à établir des

comparaisons et à prendre des déci-

sions judicieuses concernant les ques-

tions d'argent.

Préalable recommandé : Posséder des

notions élémentaires de

mathématiques

Manuel : Aucun

Manuel : Aucun

Préalable recommandé : Aucun

propriétés du cercle et du triangle.

familiariser aussi avec les principales

volume de figures géométriques et à se

culer le périmètre, la surface et le

En géométrie, il ou elle apprend à cal-

et à résoudre des équations simples.

faire des additions et des soustractions

composé. En algèbre, l'élève s'exerce à

calcul de l'intérêt simple et de l'intérêt

centages. Il ou elle étudie également le

fractions et à calculer des pour-

prend à additionner et à soustraire des

problèmes pratiques. Il ou elle ap-

géométrie à l'aide de nombreux

premières notions d'algèbre et de

d'arithmétique déjà acquises et ses

l'apprentissage des notions

Grâce à ce cours, l'élève complète

Les cours de mathématiques sont offerts aux trois niveaux de difficulté : fondamental, général et avancé. L'élève peut se renseigner davantage en lisant la courte introduction que présente chacun des niveaux. L'élève doit s'inscrire au cours dont le niveau de difficulté semble répondre le mieux à ses besoins.

Niveau fondamental

Les élèves qui choisissent les cours de niveau fondamental éprouvent généralement des difficultés sérieuses en mathématiques. Les cours de niveau fondamental s'adressent surtout aux élèves qui désirent :

- mieux comprendre l'arithmétique;
- s'améliorer en calcul;

– utiliser les mathématiques dans la vie quotidienne;

- acquérir des connaissances sur les investissements ou sur le monde des affaires.

Remarque. — L'élève qui désire poursuivre des études postsecondaires en comptabilité doit choisir des cours de niveau général ou avancé.

faites sur son salaire.

Mathématiques de base

Code du cours : MATF-0

9^e année

1 crédit

Dans les premières leçons, l'élève

revoit les quatre opérations

arithmétiques fondamentales :

l'addition, la soustraction, la multi-

plication et la division de nombres en-

tiers. Par la suite, l'élève apprend à

effectuer les mêmes opérations sur les

fractions et les nombres décimaux. Il

ou elle devra résoudre des problèmes

arithmétiques tirés de la vie courante.

Toutes les explications sont simples et

accompagnées de nombreux exemples.

Préalable recommandé : Aucun

Manuel : Aucun

Mathématiques du consommateur

Code du cours : MATF-5

10^e année

1/2 crédit

Ce cours de mathématiques de base

traite des situations courantes auxquelles

les doivent faire face les consom-

mateurs. Il porte sur le salaire, la tenue

d'un cahier de dépenses quotidiennes,

le budget, le compte de banque, etc.

L'élève apprendra surtout à bien ad-

ministrer ses affaires, par exemple :

vérifier un état de compte et un relevé

de banque, calculer le prix à l'unité

d'un article ou vérifier les déductions

Niveau général

Le Canada et le monde d'aujourd'hui

Code du cours : HCV2G-5

10^e année

1/2 crédit

Ce cours initie l'élève à l'histoire du

Canada et à ses rapports avec le

monde contemporain. Il lui permettra

de mieux connaître sa société et de

mieux jouer son rôle de citoyen ou de

citoyenne. Les thèmes principaux

étudiés sont : l'histoire et les besoins

de la personne; l'apport des tran-

cophones au développement de

l'Ontario; les gouvernements au service

de la population.

Ce cours est suivi du cours HCV2G-6.

Préalable recommandé : Aucun

Manuel : Aucun

Le Canada et le monde d'aujourd'hui

Code du cours : HCV2G-6

10^e année

1/2 crédit

Ce cours fait suite au cours HCV2G-5.

Les thèmes principaux étudiés sont :

l'organisation judiciaire du Canada;

les rapports actuels du Canada avec

les États-Unis et les autres pays; les

perspectives d'avenir.

Préalable recommandé : Histoire

HCV2G-5 ou l'équivalent

Manuel : Aucun

Niveau avancé

Histoire, Canada

Code du cours : HCA5A-0

13^e année

1 crédit

Ce cours d'histoire du Canada don-

nera à l'élève l'occasion de développer

son esprit d'analyse et de synthèse.

Basé principalement sur des textes

variés, il permettra à l'élève de passer

en revue les grands courants de

l'histoire de notre pays.

Le contenu du programme couvre

pratiquement quatre siècles : l'époque

précoloniale, le Régime français, le

Régime anglais, la Confédération et le

XX^e siècle. L'accent est mis sur les

différentes interprétations de l'histoire

du Canada.

Préalable recommandé : Les cours requiert de nombreuses

lectures.

Manuel : Aucun

Préalable recommandé : Un cours

d'histoire ou de français de 11^e ou de

12^e année

Manuel : Aucun

Niveau avancé

Géographie du Canada

Code du cours : GCA2A-0

10^e année

1 crédit

Ce cours présente à l'élève un aperçu

général du Canada. Son aspect physi-

que et ses ressources naturelles consti-

tuent près de la moitié du cours.

Vient ensuite l'étude du progrès

économique causé par l'exploitation

des ressources minières et maritimes et

le développement industriel et com-

mercial du Canada. Les transports

maritime, ferroviaire et routier ap-

paraissent non seulement comme des

éléments de l'expansion économique,

mais également comme des facteurs

d'unification. Le cours analyse les

problèmes actuels que connaît le

Canada en tant que pays industrialisé.

Une attention spéciale est portée au

développement des villes.

Prélabile recommandé : Aucun

Mannels : *Atlas Larousse canadien.*

Tomkins, Doreen M. et al. *Canada. Le*

pays et ses habitants.

Géographie physique
Code du cours : GPH3A-0

11^e année

1 crédit

Ce cours de géographie physique et

humaine étudie les rapports entre

l'être humain et son milieu naturel. La

géographie physique comprend

l'étude d'éléments tels que les origines

et la structure de la terre, la glaciation,

les sols, le climat, la végétation et les

réserves d'eau. La géographie

humaine s'intéresse à l'être humain :

comment il vit, développe son habitat

et assure son progrès par ses créations

personnelles (aménagement du ter-

ritoire, industries, transports, etc.).

Le cours tente de montrer comment

l'être humain et son milieu naturel in-

fluent l'un sur l'autre et pourquoi

l'être humain doit exploiter son en-

vironnement consciencieusement pour

survivre.

Prélabile recommandé : Géographie

GCA2A ou l'équivalent

Mannels : *Atlas Larousse canadien.*

Inch, Robert S. et W.G. Stone. *Éléments*

de géographie physique.

Matériel : L'élève reçoit trois cartes

géographiques.

connaître l'emploi de quelques verbes
irréguliers avec leurs particularités.
Des exercices de vocabulaire et de
stylistique viendront compléter l'étude
de la matière de ce cours.

Préalable recommandé : Français
FRA3G ou l'équivalent

Manuels : Larousse de poche.

Martel, Suzanne. *Jeanne, fille du Roy.*

Niveau avancé

On fait peau neuve en français au
niveau avancé! Présentement, on est à
créer de tout nouveaux cours qui
s'inspirent du nouveau programme-
cadre de français (1987). On prévoit
mettre en circulation les cours FRA1A,
FRA2A et FRA3A dès le début de
1989. D'autres cours suivront.

Les cours de français sont offerts à deux niveaux : général et avancé. L'élève devrait lire la page 8 qui explique les niveaux de difficulté de cours.

Niveau général

Français
Code du cours : FRA1G-0

9^e année 1 crédit

Ce cours s'adresse à l'élève qui veut réviser ses connaissances de la grammaire française. Il présente la phrase et les groupes fonctionnels qui la composent. Le groupe sujet, le nom et ses propriétés, le verbe, l'adjectif, le pronom et l'accord du participe passé sont parmi les éléments au programme. Le cours porte aussi sur la structure de plusieurs types de phrases.

L'élève apprend à rédiger de simples paragraphes en développant un thème de la vie courante. Il ou elle apprend ensuite à rédiger des textes de plusieurs paragraphes tels que des descriptions, des comptes rendus ou des lettres.

Prélabile recommandé : Aucun

Manuel : Germain, Doric. *La vengeance de l'original.*

Français
Code du cours : FRA3G-0

11^e année 1 crédit

Ce cours se veut une étude essentielle-ment pratique de la langue. La grammaire y est étudiée par le biais de difficultés orthographiques tandis que le vocabulaire nouveau y est introduit au travers de situations de la vie courante. Des exercices de rédaction de textes personnels, de comptes rendus et de résumés aident l'élève à choisir des expressions précises et à s'exprimer clairement. L'ensemble du cours vise à améliorer la lecture et la langue parlée.

Français
Code du cours : FRA4G-0

12^e année 1 crédit

Ce cours se propose de revoir la nature et la fonction des mots afin de permettre à l'élève de différencier les divers genres de textes. L'accent sera placé sur l'étude de la phrase et de sa place dans le paragraphe. L'élève aura l'occasion d'apprendre à bien utiliser les différentes propositions ainsi qu'à

Niveau général

Dessin industriel
Code du cours : TDC2G-0

1^{re} année

1 crédit

Ce cours permettra à l'élève de des-
siner des objets rectangulaires ou
cylindriques simples. Il porte sur la lec-
ture des plans, la manipulation

d'instruments de base, les techniques
du croquis et du dessin industriel, le
lettage, la construction de figures

géométriques, les projections or-
thogonales (représentations de la face,
du dessus et du côté d'un objet).

L'élève apprendra comment indiquer
les mesures (cotation) d'un objet et
comment tracer des pointillés. Le

cours se termine par l'étude des vues
en coupe et du dessin figuratif (la
représentation de façon ressemblante
des formes d'un objet).

Prétable recommandé : Aucun

Manuel : Aucun

Matériel : L'élève doit acheter ou louer
une trousse de dessin industriel. Son
coût approximatif est de 50 \$, son prix
de location approximatif est de 5 \$ par

mois. De plus amples renseignements
indiquant à l'élève où se procurer cette
trousse accompagnent la première
leçon du cours.

Menuiserie

Code du cours : TCB3G-0

1^{re} année

1 crédit

Ce cours permettra à l'élève d'acquérir
des connaissances et des techniques de
base en charpenterie et en menuiserie.

Il présente d'abord les espèces de bois
et des notions élémentaires de
menuiserie. Il explique ensuite le

choix, l'entretien et le maniement des
outils. Il familiarise l'élève avec la lec-
ture des plans et des instructions

utilisées en menuiserie et en char-
penterie. Le cours se termine par des
conseils pratiques sur l'entretien et la

réparation d'une maison et par une
révision des règles de sécurité dans le
manipement des outils et des machines.

L'élève devra exécuter des travaux de

Prétable recommandé : Aucun

Manuel : Aucun

Matériel : L'élève doit se procurer les
outils et les échantillons de bois

Niveau général

Initiation à l'informatique
Code du cours : IIN2G-5

10^e année
1/2 crédit

Ce cours permet à l'élève de découvrir l'ordinateur : sa nature, ses composantes, son fonctionnement et ses possibilités. Les effets de l'ordinateur sur la société et la place qu'il y occupe sont aussi abordés.

Dans chacune des leçons, l'élève utilisera l'ordinateur en écrivant de courts programmes.

Préalable recommandé : Aucun

Manuel : Aucun

Matériel : L'élève doit avoir à sa disposition un ordinateur ICON avec un lecteur de disque rigide et une imprimante. Généralement, on retrouve des ordinateurs ICON auprès des conseils scolaires, des écoles, des bibliothèques municipales et des points d'accès de Contact-Nord.

Niveau général

Orientation

(Orientation professionnelle)
Code du cours : NOR3G-0

11^e année 1 crédit

L'objectif de ce cours est d'aider l'élève

à mieux se connaître, à découvrir ses

aptitudes et ses intérêts et à dévelop-

per sa personnalité. Il fournit des ren-

seignements sur les établissements

d'enseignement postsecondaire et sur

de nombreux métiers et professions.

L'élève aura l'occasion de lire des of-

fres d'emploi (annonces) détaillées. Il

ou elle pourra ainsi se faire une idée

précise de ce que comportent les mé-

tiers ou les professions qui semblent

l'intéresser. À la fin du cours, l'élève

devrait être en mesure de décider s'il

ou elle désire poursuivre des études

postsecondaires ou entrer dans le

monde du travail.

Préalable recommandé : Cours de

français de 10^e année ou une connais-

sance du français équivalente. Certains

tests et brochures utilisés dans ce cours

sont en anglais. Par conséquent, une

connaissance de base de l'anglais se-

rait utile.

Manuel : Aucun

Manuel : Aucun

écrit)

Préalable recommandé : Cours de

français de 10^e année ou une connais-

sance du français équivalente (lu et

lisation et l'urbanisation.

bièmes provoqués par l'industria-

tion de la société. Il analyse les pro-

éléments, le fonctionnement et l'évolu-

Le cours se penche sur la nature, les

frères d'emploi (annonces) détaillées. Il

ou elle pourra ainsi se faire une idée

précise de ce que comportent les mé-

tiers ou les professions qui semblent

l'intéresser. À la fin du cours, l'élève

devrait être en mesure de décider s'il

Préalable recommandé : Cours de

français de 10^e année ou une connais-

sance du français équivalente (lu et

lisation et l'urbanisation.

bièmes provoqués par l'industria-

tion de la société. Il analyse les pro-

éléments, le fonctionnement et l'évolu-

Le cours se penche sur la nature, les

frères d'emploi (annonces) détaillées. Il

ou elle pourra ainsi se faire une idée

précise de ce que comportent les mé-

tiers ou les professions qui semblent

l'intéresser. À la fin du cours, l'élève

devrait être en mesure de décider s'il

12^e année

1 crédit

Code du cours : NS04G-0

(L'homme dans la société)

L'homme et la société

te. L'élève aura l'occasion de se

familiatiser avec les besoins de l'indivi-

du, les agents de socialisation (tels que

la famille, l'école et l'église) et les fac-

teurs personnels qui influent sur la so-

cialisation (tels que la culture générale,

les valeurs, les attitudes et l'aptitude à

les valeurs, les attitudes et l'aptitude à

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les valeurs, les attitudes et l'aptitude à

les valeurs, les attitudes et l'aptitude à

Niveau avancé

Arts visuels. Histoire	12 ^e année	1 2 crédits
(Histoire de l'art)		
Code du cours : AVB4A-6		

Arts visuels. Dessin et peinture
(Art – Le style)

Arts visuels. Histoire	11 ^e année	1/2 crédit
(Histoire de l'art)		
Code du cours : AVT3A-5		

L'objectif de ce cours est de familiariser l'élève avec l'art de l'Antiquité et du Moyen Âge. Le cours permettra également à l'élève de se sensibiliser aux formes d'art de ces deux époques et d'apprendre à apprécier l'art en général.

Préalable recommandé : Aucun

Manuel : Aucun

Arts visuels. Dessin et peinture

(Art – La composition)

Code du cours : AVB4A-5

12 ^e année	1 2 crédits
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Ce cours est axé sur la composition d'un tableau ainsi que sur le style, la technique et le sujet — éléments étroitement liés à la composition. Dans la partie pratique du cours, l'élève est encouragé(e) à s'exprimer de façon personnelle en explorant ses propres thèmes et sujets. Le cours vise à former des artistes créateurs.

Préalable recommandé : Arts visuels.

Dessin et peinture (Initiation à l'art)

AVB2G ou l'équivalent

Manuel : Bridger et al. *Art and Man*.

Matériel : L'élève reçoit une trousse

d'art et quelques matériaux de base.

Matériel : On prête une trousse d'art et un livre de reproductions à l'élève.

Manuel : Aucun

AVB2G ou l'équivalent

Dessin et peinture (Initiation à l'art)

Préalable recommandé : Arts visuels.

peinture.

Ce cours s'adresse à l'élève qui désire découvrir ou perfectionner son propre style par des travaux pratiques. Dans la partie théorique du cours, qui porte sur les éléments qui constituent le style, l'élève apprendra à reconnaître les caractéristiques du style des grands peintres et des principales écoles de

L'élève qui n'a jamais suivi de cours de dessin ou de peinture devrait d'abord suivre le cours intitulé *Arts visuels. Dessin et peinture (Initiation à l'art)* (AVB2G). Par ailleurs, l'élève qui ne désire pas faire de travaux pratiques peut choisir un cours d'appréciation ou d'histoire de l'art.

Niveau général

Arts visuels. Dessin et peinture (Initiation à l'art)

Code du cours : AVB2G-0

10^e année 1 crédit

Ce cours s'adresse à l'élève qui aime les arts visuels et qui veut apprendre à s'exprimer par le dessin et la peinture. Des explications écrites et des illustrations présentent les éléments de base tels que la ligne, la surface, le volume, la valeur, la couleur et la matière. On y présente également des notions théoriques et des techniques précises. L'élève aura l'occasion de s'exprimer dans des travaux pratiques exécutés à l'aide de techniques et de matériaux différents.

Préalable recommandé : Aucun

Manuel : Aucun

Matériel : L'élève doit se procurer une trousse d'art au coût approximatif de 17,50 \$. De plus amples renseignements sur la façon de se la procurer accompagnent la première leçon du cours.

Arts visuels. Photographie (Photographie)

Code du cours : AVB4G-5

12^e année

1/2 crédit

Ce cours est destiné aux amateurs qui recherchent dans la photographie un moyen d'expression artistique. Sans négliger l'aspect théorique, les leçons mettent toutefois l'accent sur les exercices pratiques.

L'élève apprend à juger à l'aide de certains critères ce qui constitue de bonnes ou de mauvaises photographies. L'élève est encouragé(e) à développer le style autant que la technique. De nombreux dessins et d'excellentes photographies illustrent clairement les explications théoriques.

Préalable recommandé : Aucun

Manuel : Aucun

Matériel : L'élève reçoit une chemise d'épreuves. Il ou elle doit avoir un appareil photographique à sa disposition et doit aussi se procurer certains produits chimiques ainsi que du papier RC.

grammaire et une étude comparative de la structure du paragraphe et de la dissertation compléteront les connaissances acquises dans les cours précédents.

Une partie du cours porte sur la littérature canadienne contemporaine.

Préalable recommandé : Anglais EAN4A ou l'équivalent

Manuels : Ford, M. *Techniques of Good Writing*.
Giraudoux, Jean. *The Madwoman of Chailiot*.
Hemingway, Ernest. *A Farewell To Arms*.
Shakespeare, William. *Hamlet*.

Matériel : L'élève reçoit un disque sur lequel des œuvres canadiennes sont lues. Il ou elle doit avoir un tourne-disque à sa disposition.

Préalable recommandé : Anglais EAN4A ou l'équivalent

Manuels : Davies, Robertson. *At My Heart's Core*.
Gélinas, Gratien. *Yesterday the Children Were Dancing*.
Laurence, Margaret. *The Stone Angel*.
Mandel, Eli. *Poets of Contemporary Canada*.
Mickleburgh, Brita. *Canadian Literature*.

Matériel : L'élève reçoit un disque sur lequel des œuvres canadiennes sont lues. Il ou elle doit avoir un tourne-disque à sa disposition.

Anglais
Code du cours : EANS5A-1

13^e année 1 crédit

Ce cours donnera à l'élève l'occasion de revoir les règles de rédaction et de mettre en pratique ses connaissances en rédigeant des précis et des descriptions. Il ou elle devra également remettre des dissertations bien structurées portant sur l'analyse et l'évaluation de textes variés.

Manuels : Carr, Emily. *Klee Wyck*.
 Mitchell, W.O. *Who Has Seen the Wind?*
 Stevens, John, comp. *Ten Canadian Short Plays*.
 The Winston Canadian Dictionary for Schools.

Niveau avancé

Anglais
Code du cours : EAN3A-0
 1^{re} année 1 crédit

Ce cours présente des situations familières qui invitent l'élève à s'exprimer par écrit en rédigeant des rapports, des résumés, des critiques et des lettres. Ces exercices de rédaction lui donneront l'occasion de mettre en pratique ses connaissances de la narration, de la description et de l'exposition. Il ou elle apprend à exprimer son point de vue et à discuter par écrit des opinions des autres. Des textes en prose, accompagnés d'exercices, aident l'élève à enrichir son vocabulaire, à rechercher le mot juste et à rédiger des phrases et des paragraphes bien construits. L'élève apprend à revoir ses propres textes afin de les améliorer. Des contes, des poèmes, des pièces de théâtre et un roman présentent une variété de sujets de discussion.

Préalable recommandé : Un cours d'anglais de niveau avancé ou l'équivalent
Manuels : Brown, Cassie. *Death on the Ice*.
 McNeil, James A. *Tigers of the Snow*.

Anglais
Code du cours : EAN4A-0
 12^e année 1 crédit

Ce cours permet de revoir des règles de rédaction et de les approfondir. L'élève apprend à découvrir les éléments esthétiques de textes en prose, à en apprécier le style et à tenter de l'imiter dans ses propres textes. De plus, il ou elle s'initie à l'argumentation et à l'art de la persuasion orale et écrite et apprend à rédiger de la correspondance d'affaires.

Dans la partie consacrée à la littérature, le cours met l'accent sur les œuvres canadiennes. L'élève apprend à reconnaître et à apprécier les différents genres littéraires (le conte, la poésie, le roman et le théâtre).

Préalable recommandé : Anglais EAN3A ou l'équivalent
Manuels : Callaghan, Morley. *More Joy in Heaven*.
 Hemingway, Ernest. *The Old Man and the Sea*.
 Laurence, Margaret. *A Jest of God*.
 Stevens, John, comp. *Ten Canadian Short Plays*.
Matériel : L'élève reçoit un disque sur lequel des œuvres canadiennes sont lues. Il ou elle doit avoir un tourne-disque à sa disposition.

Anglais
Code du cours : EAN5A-0
 13^e année 1 crédit

Ce cours exige des travaux de rédaction dans lesquels l'élève doit démontrer une bonne maîtrise de l'anglais. De nombreux exercices de style et de

Niveau général

Anglais

Code du cours : EAN1G-0

9^e année

1 crédit

Ce cours s'adresse à l'élève qui sait de-

jà lire et écrire l'anglais et qui désire

mieux comprendre et écrire cette lan-

gue. Des textes simples sur des sujets

connus encourageront son goût de la

lecture et contribueront à enrichir son

vocabulaire. Des exercices pratiques et

variés permettront à l'élève de perfec-

tionner sa connaissance de l'ortho-

graphie, de la grammaire, de la

punctuation et de la structure de la

phrase et du paragraphe.

Préalable recommandé : Aucun

Manuel : *The Winston Canadian*

Dictionary for Schools.

Anglais

Code du cours : EAN2G-0

10^e année

1 crédit

Ce cours comprend une étude suivie

de la grammaire, de l'orthographe, du

vocabulaire, de la structure de la

phrase et du paragraphe. Quelques

textes portent plus particulièrement

sur le style : l'emploi de verbes d'ac-

tion et de mots-images, le choix de qua-

lificatifs précis et de figures de style.

Ce cours sert également d'introduction

à la poésie anglaise.

Préalable recommandé : Aucun

Manuels : Allison, Gordon H. *Exercises in the Structure of English, Book 1.*

Harwick, H.C. *Words Are Important.*

Kuska, Alexander et al. *Spelling in Lan-*

guage Arts 8.

London, Jack. *The Call of the Wild.*

Richards, Haydn. *Read, Think & Write.*

The Winston Canadian Dictionary for

Schools.

Anglais

Code du cours : EAN3G-0

11^e année

1 crédit

Ce cours vise surtout l'usage pratique

de la langue. Par des exercices appro-

priés, l'élève s'habitue à rechercher le

mot exact et l'expression juste. Sa fa-

çon d'écriture deviendra à la fois plus

précise et plus concise. L'élève ap-

prend à analyser un texte littéraire

pour bien le comprendre et mieux en

apprécier les idées et le style. Il ou elle

s'initie également à l'étude du roman

et du théâtre.

Préalable recommandé : Anglais

EAN2G ou l'équivalent

Secrétariat

Niveau général

Matériel : L'élève doit avoir une machine à écrire à sa disposition.

Dactylographie
Code du cours : CLD1G-0

9^e année 1 crédit

L'élève apprendra, dans ce cours d'initiation, à bien se servir d'une machine à écrire et à dactylographier avec précision et régularité selon une méthode. L'élève doit remettre des travaux simples qui l'aident à développer sa dextérité et à bien organiser et soigner son travail. Le cours n'insiste pas sur l'acquisition de la vitesse.

Préalable recommandé : Aucun

Manuel : Aucun

Matériel : L'élève doit avoir une machine à écrire à sa disposition.

Dactylographie
Code du cours : CLD2G-0

10^e année 1 crédit

Ce cours approfondit les notions présentées dans le cours d'initiation à la dactylographie (Dactylographie CLD1G). Il insiste davantage sur la technique, la vitesse, la précision et les règles de disposition de travaux plus complexes tels que la correspondance d'affaires et les rapports. On s'attend à ce que l'élève s'exerce une heure par jour.

Préalable recommandé : Dactylographie CLD1G ou l'équivalent

Manuel : Aucun

Cours préuniversitaires (CPO)

Comptabilité
Code du cours : COMOA-0
CPO
1 crédit

L'étude de la comptabilité dans le cadre de ce cours permettra aux élèves d'avoir une meilleure compréhension du monde des affaires.

Dans ce cours, l'élève apprendra à or-

ganiser et à analyser des informations, à interpréter les résultats de l'analyse et à prendre des décisions fondées sur cette interprétation, à préparer des comptes rendus écrits, à interpréter les rapports annuels des entreprises et à en dégager les principes comptables, à se préparer aux études postsecondaires en comptabilité financière par l'acquisition de bases théoriques solides.

Prétable recommandé : Un cours de comptabilité au niveau avancé de 11^e ou 12^e année ou l'équivalent

Manuel : Meigs, Meigs, Sylvain et MacMahon. *La comptabilité : un instrument nécessaire à la prise de décisions.*

Cours généraux

Niveau général

Droit
Code du cours : CDR4G-5
12 ^e année
1/2 crédit

Ce cours s'adresse à l'élève qui recherche une connaissance pratique du droit en Ontario. Il donne un aperçu

général du Code criminel canadien, des textes protégeant les droits de la

personne, de la responsabilité lors d'accidents et de la législation du travail en Ontario. Chacune des dix leçons présente des cas entendus par des tribunaux canadiens. L'élève pourra remplir divers exemples de formulaires utilisés dans les poursuites judiciaires. Il ou elle apprendra à reconnaître les faits essentiels d'un litige et devra ensuite se prononcer sur le cas en rédigeant un jugement.

Prétable recommandé : Aucun

Éducation du consommateur
Code du cours : CNS2G-0

10 ^e année
1 crédit

Ce cours éveille l'élève aux problèmes de consommation d'aujourd'hui et vise à en faire un consommateur ou une consommatrice averti(e). Les sujets traités ne manqueront pas d'intéresser l'élève : l'achat et la vente de biens et de services, l'influence des consommateurs sur le marché, le budget, l'épargne, les assurances et les conseils pratiques sur l'achat ou la location d'un appartement ou d'une maison, les contrats, le crédit, etc. Les exercices sont simples et pratiques.

Prétable recommandé : Aucun

Manuel : Aucun

Comptabilité

Le programme de comptabilité initie les élèves aux principes fondamentaux de la comptabilité, à la terminologie comptable acceptée et aux méthodes généralement utilisées pour la tenue de livres comptables exacts, essentiels à toute activité économique et commerciale. L'étude de la comptabilité peut aider les particuliers à tenir des registres personnels justes, ouvrir des portes dans des domaines professionnels liés à la comptabilité ou mener à une carrière dans une profession comptable. C'est également une formation précieuse pour toute personne qui travaille à son compte.

Niveau général

Comptabilité. Introduction
Code du cours : CO13G-0

11^e année 1 crédit

Ce cours est une introduction à la comptabilité et ne nécessite par conséquent aucune connaissance préalable du sujet. L'élève en retirera une connaissance de base de la tenue des livres et des principes comptables. Il ou elle apprendra à se familiariser avec, entre autres, un bilan d'ouverture, un journal général, une conciliation de banque et un journal synoptique ainsi

qu'avec les pratiques courantes du monde des affaires et certains aspects de la comptabilité des entreprises de services.

Dans la présentation des travaux, on exige l'ordre et la propreté, deux qualités importantes en comptabilité.

Préalable recommandé : Un cours de mathématiques de 10^e année ou l'équivalent

Manuel : Aucun

Comptabilité. Principes
Code du cours : COP4G-0

12^e année 1 crédit

Ce cours de comptabilité est indispensable à l'élève qui désire faire carrière dans le monde des affaires. Il ou elle approfondit les connaissances acquises dans le cours Comptabilité CO13G et étudie également le bilan ordonné, la méthode nécessitant des pièces justificatives, la comptabilité des sociétés en participation par actions. L'ordre et la propreté sont deux éléments importants dont on tient compte dans l'évaluation des travaux.

Préalable recommandé : Comptabilité CO13G ou l'équivalent

Manuel : Aucun

Quatrième partie

Description des cours du palier secondaire

Cours inspirés des programmes-cadres

Tous les cours par correspondance offerts par le Centre d'études indépendantes ont été élaborés conformément aux programmes-cadres du ministère de l'Éducation de l'Ontario.

Remarque. — Le Centre d'études indépendantes a mis sur pied des projets pour accélérer la création de nouveaux cours s'adressant aux francophones. D'ici quelques années nous augmenterons considérablement le nombre de nouveaux cours. À mesure que ces cours seront mis en circulation, le CEI en avisera sa clientèle.

Quatrième partie
Description des
cours du palier secondaire

Troisième partie

Groupe spéciaux

Programme des écoles de jour

Un directeur ou une directrice d'école de jour peut faire appel aux services du Centre d'études indépendantes pour ses élèves. Dans ce cas, il ou elle devra désigner un coordonnateur ou une coordonnatrice. Les élèves qui désirent s'inscrire à un cours du CBE devront en faire la demande en remplissant le formulaire D qu'ils se procureront auprès du coordonnateur ou de la coordonnatrice. Les élèves admissibles ne peuvent s'inscrire qu'à un cours à la fois. Il revient au coordonnateur ou à la coordonnatrice d'assurer la sélection des élèves, d'établir un emploi du temps et de suivre régulièrement les progrès des élèves.

Personnes domiciliées en Ontario et temporairement absentes de la province

Introduction

Les renseignements qui suivent s'adressent aux personnes domiciliées en Ontario qui s'absentent temporairement de la province pendant une période d'au moins trois mois et de trois ans au plus.

Adultes

Les personnes qui s'approprient à quitter le Canada doivent fournir le nom et l'adresse d'une personne domiciliée en Ontario qui se chargera de leur transmettre les manuels, les leçons et les devoirs corrigés. Les responsabilités de cette personne lui sont précisées au moment de l'inscription. Veuillez communiquer avec un orienteur ou une orienteuse du Centre d'études indépendantes quelques semaines avant de quitter le Canada.

Élèves âgés de moins de seize ans

Les adultes domiciliés en Ontario mais qui résident temporairement hors de la province peuvent s'inscrire aux cours par correspondance du palier secondaire. Ils doivent, quelques semaines avant de quitter la province, présenter leur demande d'inscription en utilisant le formulaire F, accompagné d'un relevé de notes à jour.

Pour des renseignements complets sur l'inscription de ces élèves, consultez le dépliant intitulé *Elèves âgés de moins de seize ans*. On peut se procurer ce dépliant en téléphonant ou en écrivant au CBE. L'adresse et les numéros de téléphone du Centre figurent à la page 1 du présent guide.

Troisième partie Groupes spéciaux



Admission à l'université

Après l'obtention d'un diplôme

Les cours de 13^e année et les cours pré-universitaires de l'Ontario (CPO) préparent les élèves à entrer à l'université. Les CPO sont des cours de niveau avancé qui seront bientôt obligatoires pour l'admission à l'université. Dans quelques années, ils remplaceront tous les cours de 13^e année. Les crédits de 13^e année et des CPO, combinés ou non, comptent pour le DESS ou le MISC. Les préables recommandes pour ces cours sont indiqués dans la description de chaque cours.

Si vous comptez vous inscrire dans une université, vous devrez :

- communiquer directement avec l'université et vous renseigner sur les conditions d'admission du programme qui vous intéresse;
- communiquer avec un orienteur ou une orienteuse du CEI si vous voulez qu'on vous aide à établir votre programme d'études.

On peut se procurer la brochure *Tour d'horizon*, un guide de l'éducation post-secondaire en Ontario, auprès du ministère de l'Éducation. Cette brochure d'une cinquantaine de pages donne des renseignements détaillés sur les divers établissements qui offrent un enseignement postsecondaire en français. Pour en obtenir un exemplaire, téléphonez ou écrivez au :

Ministère des Collèges et Universités
Unité des enseignements au public
Édifice Mowat, 13^e étage
Toronto (Ontario)
M7A 1L2

Dans la région de Toronto, composez le (416) 965-6407. Dans la plupart des autres régions de l'Ontario, composez sans frais le 1-800-268-7501.

Le diplôme d'études secondaires de l'Ontario (DESO)

Ce nouveau diplôme sera décerné aux élèves qui se seront inscrits en 9^e année en septembre 1984 ou après. Après 1990, ce sera le seul diplôme offert dans les écoles secondaires de l'Ontario. Il sera décerné aux élèves qui auront accumulé trente crédits, dont seize crédits obligatoires.

Credits requis pour obtenir le diplôme d'études secondaires de l'Ontario

Cours obligatoires	Nombre de crédits
Français/English	5
Anglais/Français langue seconde	1
Mathématiques	2
Sciences	2
Histoire du Canada	1
Géographie du Canada	1
Arts	1
Education physique et hygiène	1
Affaires et commerce ou études technologiques	1
Sciences sociales (cycle supérieur)	1
Nombre total de crédits obligatoires	16
Credits à option	14
Total	30

Si vous abandonnez vos études avant d'obtenir le diplôme d'études secondaires de l'Ontario, vous pourrez peut-être obtenir un certificat d'études. Pour cela, vous devrez avoir accumulé au moins quatorze crédits, dont six crédits obligatoires et huit crédits à option.

Autres renseignements

Si vous obtenez, par les cours suivis auprès du CEL, les crédits qu'il vous manque pour avoir droit au DES, au DESS ou au DESO, c'est le Centre d'études indépendantes qui vous délivre le diplôme. Vous pouvez cependant demander qu'il vous soit délivré par la dernière école que vous avez fréquentée. Le Centre informe le ministre de l'Education de tous les diplômes et des crédits de 13^e année et des CPO qu'il décerne.

Si vous avez d'autres questions à poser sur les conditions d'obtention d'un diplôme, téléphonez au Centre d'études indépendantes (voir les numéros de téléphone à la page 1) et demandez à parler à un orienteur ou à une orienteuse.

Le CEL procédera à une évaluation des dossiers des personnes qui ont fait leurs études à l'extérieur de l'Ontario et qui s'inscrivent au CEL. Cette évaluation servira à déterminer les conditions supplémentaires qu'elles auront à remplir afin d'obtenir un diplôme de l'Ontario.

Le Centre d'études indépendantes a rendu hommage aux élèves qui se sont distingués, par l'entremise du programme annuel de remise de prix.



Le diplôme d'études secondaires (DES) — 12^e année

Pour obtenir ce diplôme, vous devez accumuler vingt-sept crédits en suivant des cours pris le jour ou le soir dans une école secondaire privée ou financée par les fonds publics, en suivant un programme d'éducation permanente ou des cours du Centre d'études indépendantes. Ce diplôme sera délivré jusqu'en 1989, puis il sera remplacé par le diplôme d'études secondaires de l'Ontario (DESO).

Le diplôme d'études secondaires supérieures (DESS) — 13^e année

Pour obtenir ce diplôme, vous devez accumuler six crédits de 13^e année en Ontario ou de cours préuniversitaires de l'Ontario (CPO). Les équivalences de crédits et les crédits pour reconnaissances de maturité ne s'appliquent pas à ce diplôme. Le DESS sera délivré jusqu'en 1990, puis il sera remplacé par le DESO.

Il n'est pas nécessaire d'avoir un diplôme d'études secondaires pour obtenir un diplôme d'études supérieures ou pour s'inscrire à un cours de 13^e année ou à un CPO.

Diplômes

Les élèves âgés de plus de cinquante ans ne sont pas tenus de passer d'examens sauf pour les cours préuniversitaires de l'Ontario.

nus comme des cours du palier secondaire

– de chaque période d'un programme reconnu d'apprentissage terminée avec succès.

Les équivalences de crédits s'ajoutent aux autres crédits que vous obtenez. Cependant, quel que soit le nombre d'équivalences de crédits obtenues, vous devez terminer avec succès des cours supplémentaires pour obtenir le diplôme

Les équivalences de crédits peuvent remplacer certains des crédits obligatoires pour obtenir le diplôme

d'études secondaires (DES) ou le diplôme d'études secondaires de l'Ontario (DESO).

Les équivalences de crédits ne tiennent que si vous étudiez en vue de l'obtention du diplôme d'études secondaires ou du diplôme d'études secondaires de l'Ontario. Pour plus de renseignements sur les diplômes d'études secondaires, voir les pages 14 et 15.

Renseignements importants à l'intention des élèves adultes

Les conditions d'obtention des diplômes dans les écoles de l'Ontario sont fixées par le ministère de l'Éducation. Si vous voulez obtenir un diplôme, le personnel du CBI établira avec vous un programme qui vous permettra de remplir ces conditions.

La registraire du CBI détermine le nombre de crédits obtenus par l'élève lorsque ce dernier ou cette dernière termine avec succès un cours par correspondance. Le dossier scolaire de l'élève doit être présenté au CBI pour que cette évaluation puisse être faite. L'élève devrait obtenir, avant de terminer son premier cours du CBI, son dossier scolaire de la dernière école secondaire et de tout autre établissement d'enseignement qu'il ou elle a fréquentés.

Si vous êtes un ou une élève adulte (si vous avez dix-huit ans ou plus et ne fréquentez plus l'école depuis au moins un an), vous pouvez recevoir des équivalences de crédits tenant compte :

– de votre maturité et du temps écoulé depuis que vous avez quitté l'école (jusqu'à douze crédits);

– des cours suivis avec succès même s'ils ne sont pas généralement recon-

Deuxième partie

Certificats, relevés de notes, examens et diplômes

Certificats

Si vous terminez avec succès un cours par correspondance, vous recevrez un certificat qui indique la note obtenue et la valeur du cours en crédits.

Relèves de notes de l'élève

Le relevé de notes contient les résultats scolaires. Si vous avez besoin d'un relevé officiel des notes que vous avez obtenues en suivant des cours du CBI, vous pouvez en faire la demande auprès de la registraire du CBI. Ce relevé indiquera vos notes finales et la valeur des cours en crédits. Vous pouvez aussi demander un bulletin provisoire pour un cours dont au moins la moitié des leçons a été terminée et évaluée.

Si vous fréquentez aussi une école de jour, vous devez vous adresser à celle-ci pour obtenir un bulletin provisoire ou un relevé de notes. Le coordonnateur ou la coordonnatrice du programme de votre école de jour recevra les résultats finals que vous avez obtenus dans tous les cours par correspondance que vous aurez terminés.

Examens

Dans la plupart des cours, la note finale est la moyenne de la note des devoirs et de celle de l'examen final (sauf indication contraire dans la description du cours). Les élèves qui étudient attentivement leurs leçons n'ont en général aucune difficulté particulière à l'examen.

Si vous habitez à l'extérieur de Toronto, vous passerez l'examen dans votre localité, sous la supervision d'un surveillant ou d'une surveillante du CBI. Si vous résidez dans la communauté urbaine de Toronto, vous devez passer l'examen au Centre d'études indépendantes situé au 909, rue Yonge, à Toronto. Vous recevrez au préalable tous les renseignements nécessaires sur l'examen et vous choisirez de le passer au moment qui vous convient le mieux.

Deuxième partie
Certificats,
relevés de notes,
examens et diplômes

Codes des cours et crédits

Toutes les écoles utilisent des codes uniformisés de cinq caractères pour désigner chaque cours. Le CBI utilise un sixième caractère pour indiquer le niveau d'édition.

Un exemple de code de cours extrait de la description des cours vous aidera à mieux comprendre ce code et la valeur en crédits d'un cours.

Histoire Code du cours : HCV 2 G-5

10^e année

1/2 crédit

1

Les trois premiers caractères sont des lettres. Ils indiquent la matière du cours.

2

Le quatrième caractère est un chiffre qui indique l'année d'études.

1 - 9^e année

2 - 10^e année

3 - 11^e année

4 - 12^e année

5 - 13^e année

0 - Cours préuniversitaire de l'Ontario (CPO)

HCV2G-5 est un cours de 10^e année.

3

Le cinquième caractère est une lettre qui indique le niveau de difficulté du cours.

F - niveau fondamental

G - niveau général

A - niveau avancé

HCV2G-5 est un cours de niveau général.

4

Le sixième caractère est un chiffre qui indique l'édition du cours.

HCV2G-5 est la première moitié du cours d'histoire de 10^e année.

Il précède le cours HCV2G-6.

Les adultes peuvent se voir accorder des équivalences de crédits en vue de l'obtention du diplôme d'études secondaires (DES) ou du diplôme d'études secondaires de l'Ontario (DESO). Pour plus de renseignements, voir la page 13.

Un cours d'un crédit comporte vingt leçons. Un cours d'un demi-crédit comporte dix leçons. HCV2G-5 est un cours de dix leçons qui vaut un demi-crédit. Pour savoir comment les crédits s'accumulent pour donner droit à un diplôme, voir les pages 13 à 15.

5

Chaque cours du CBI vaut un crédit ou un demi-crédit. Ainsi chaque fois que vous terminez un cours avec succès, vous obtenez un crédit ou un demi-crédit.

4. Désirez-vous simplement étudier une matière plus à fond? C'est la aussi une bonne raison de s'inscrire à un cours. Souvent, les élèves ne cherchent pas nécessairement à obtenir un diplôme ni à se préparer à un emploi en particulier.
5. Quels sont vos besoins? Parcourez la description des cours aux pages 21 à 43. Vous y trouverez peut-être un cours que vous ne connaissez pas et qui peut répondre à vos besoins.
6. Vous préparez-vous à des études postsecondaires ou à un emploi ou étudiez-vous par simple plaisir? Quoi qu'il en soit, choisir les cours qui correspondent le mieux à vos besoins est votre responsabilité.

3. Indiquez à l'endroit approprié du formulaire le cours que vous avez choisi. Mentionnez également un deuxième cours, au cas où le Centre ne pourrait vous offrir le cours que vous avez choisi en premier lieu. Au début, vous ne pourrez vous inscrire qu'à un seul cours. Après avoir reçu les résultats des cinq premières leçons de ce premier cours, vous pourrez demander à vous inscrire à un deuxième cours en téléphonant au CEI.
4. Inscrivez correctement le code du cours. Voir la section «Codes des cours et crédits» qui suit.
5. N'oubliez pas de signer le **formulaire**.
6. Envoyez par la poste ou apportez votre demande au Centre d'études indépendantes (voir l'adresse à la page 1 de ce guide).

Comment faire votre première demande d'inscription

Les renseignements qui suivent ne s'appliquent qu'aux cours à crédits.

1. Remplissez le bon formulaire. Pour la plupart des adultes, il s'agit du formulaire C (jaune).
2. Répondez avec soin à toutes les questions du formulaire. Vous pouvez vous référer à la présente brochure, au besoin.



Comment choisir votre premier cours

Les renseignements qui suivent se rapportent aux cours ouvrant droit à un crédit ou à un demi-crédit.

Niveaux de difficulté

Les cours du palier secondaire sont offerts à trois niveaux de difficulté. Lorsque vous choisissez un cours du CÉI, vous devez décider à quel niveau de difficulté vous pourrez le suivre.

Niveau fondamental

Avez-vous abandonné l'école avant la neuvième année? (Liez-vous inscrire)

À des cours de niveau fondamental à l'école secondaire? Dans ces deux cas, vous voudrez peut-être commencer

par des cours de ce niveau. Cela vous permettra de vous rattraper dans certaines matières et d'acquérir des connaissances pratiques et générales. Ces cours vous prépareront à un emploi ou à l'apprentissage d'un métier.

Mais sachez que les élèves qui veulent poursuivre leurs études au-delà de la douzième année doivent s'inscrire à des cours de niveau général ou avancé.

Niveau général

Ces cours préparent à un emploi. Ils préparent aussi à des études dans un collège d'arts appliqués et de technologie ou dans un autre établissement d'enseignement non universitaire.

Niveau avancé

Ces cours préparent les élèves à l'université et à certains programmes de collèges d'arts appliqués et de technologie. Les cours de ce niveau sont les plus exigeants.

Quel est le niveau de difficulté du cours qui vous intéresse? Il est parfois difficile de passer d'un cours de niveau fondamental à un cours de niveau général, ou d'un cours de niveau général à un cours de niveau avancé. Pour suivre un cours à un niveau plus avancé, vous aurez peut-être besoin de suivre des cours additionnels. Les orienteurs du CÉI se feront un plaisir de répondre à vos questions à ce sujet.

Le niveau de difficulté des cours est indiqué clairement. Voyez les descriptions de cours à partir de la page 21.

Quels sont vos objectifs?

1. Que voulez-vous étudier? Il est plus facile de réussir quand on aime ce que l'on fait. Mais assurez-vous aussi que le cours répond à vos besoins.
2. Désirez-vous obtenir un diplôme? Ce cours vous rapprochera-t-il de votre but? Si vous suivez un cours qui est pratiquement l'équivalent d'un cours que vous avez déjà suivi, il ne vous donne pas droit à un crédit additionnel.
3. Si vous visez à obtenir un emploi ou une promotion, le cours vous aidera-t-il?

Quelle est la tâche de l'enseignant ou de l'enseignante?

L'enseignant ou l'enseignante corrige vos devoirs et les note. Il ou elle inscrit vos remarques et ses suggestions sur vos devoirs et vous les renvoie directement. Quand on vous aura retourné vos devoirs, étudiez toutes ces observations car elles vous aideront dans l'étude des autres leçons.

Que peut-on faire si on ne comprend pas quelque chose?

Aux heures prévues de la semaine, vous pouvez appeler le CFI sans frais. Une personne compétente vous aidera à résoudre vos difficultés. Au moment de votre inscription, vous recevrez les renseignements nécessaires au sujet de ce service de télé-tutorat.



Points à prendre en considération

- Un cours d'un crédit représente l'équivalent de cent vingt heures de travail (soixante heures pour un cours d'un demi-crédit). Pensez-vous avoir le temps nécessaire?
- Si vous pensez pouvoir terminer une leçon par semaine (six à dix heures de travail), il vous faudra environ six mois pour un cours de vingt leçons. Cela vous paraît-il trop long?
- Quand vous avez terminé une leçon, vous envoyez vos devoirs par la poste à l'enseignant ou à l'enseignante chargée de les corriger, et vous commencez la leçon suivante. Vous ne recevrez les résultats de votre travail et les observations de l'enseignant ou de l'enseignante que plusieurs jours plus tard. Ce délai vous ennue-t-il?
- Vos activités vous laisseront-elles assez d'énergie pour étudier?
- Il est bon de prendre l'habitude d'étudier de façon régulière. Pensez-vous pouvoir réserver à vos cours par correspondance des périodes de temps régulières?
- Il y a d'autres façons de faire des études. Avez-vous pensé aux cours offerts le jour ou le soir dans les écoles secondaires ou aux programmes d'éducation permanente?
- Pour faire des études indépendantes, il faut pouvoir travailler seule(e). En êtes-vous capable?

Pourquoi suit-on les cours du CEI?

- Vous pouvez choisir les matières qui conviennent le mieux à vos projets de carrière, à vos besoins et à vos aptitudes.
- Vos rapports avec l'enseignant ou l'enseignante sont personnels et confidentiels.
- Les cours sont gratuits.
- La plupart des cours donnent droit à un crédit ou à un demi-crédit en vue de l'obtention d'un diplôme.
- et pour bien d'autres raisons.

Qui sont les élèves du CEI?

- Ce sont par exemple :
 - des personnes au foyer;
 - des pères ou des mères de famille;
 - des personnes à la retraite;
 - des travailleurs;
 - des personnes à la recherche d'un emploi.
- Vous aussi pouvez devenir un ou une élève du CEI.

Quel avantage y a-t-il à faire des études indépendantes?

- Vous étudiez quand vous le voulez et où vous le voulez.
- Vous pouvez entreprendre ou terminer un cours à n'importe quel moment de l'année.

Y a-t-il des dates limites?

- Vous commencez par lire et étudier la leçon. Chaque leçon comporte des devoirs. Lorsque vous avez bien assimilé le contenu de la leçon, vous faites vos devoirs et vous les envoyez à votre enseignant ou enseignante (on vous aura donné son nom lors de l'inscription).
- Comment fait-on une leçon?

Les études indépendantes répondront-elles à vos besoins?

- Voici les réponses à des questions que vous pourriez vous poser.

Qui peut s'inscrire au Centre?

Les adultes :

— qui ont seize ans ou plus;

— qui habitent en Ontario;

— qui sont citoyens canadiens ou résidents permanents; ou bien qui séjournent en Ontario et détiennent un permis de travail, un visa diplomatique ou un permis ministériel; et

— qui ne fréquentent pas une école de jour.

S'il y a moins de trois mois que vous avez quitté l'école de jour, vous devrez obtenir une lettre de recommandation du directeur ou de la directrice de la dernière école que vous avez fréquentée et joindre cette lettre à votre demande.

Les élèves d'une école de jour :

— qui ont déjà obtenu au moins quatorze crédits;

— qui ne peuvent pas suivre le cours à l'école; et

— qui ont obtenu l'autorisation écrite du coordonnateur ou de la coordinatrice de leur école chargé(e) de la liaison avec le CFI.

Vous trouverez plus de renseignements sur les conditions d'admission et les formalités d'inscription au programme des écoles de jour à la page 18.

Les personnes domiciliées en Ontario temporairement absentes de la province :

— pendant une période d'au moins trois mois et de trois ans au plus.

Voir la page 18 pour obtenir des renseignements sur l'inscription des adultes aux cours du palier secondaire pendant qu'ils sont à l'extérieur de l'Ontario.

Remarque. — Le dépliant intitulé

Élèves âgés de moins de seize ans, que

l'on peut se procurer auprès du Centre d'études indépendantes, contient des détails sur l'éligibilité et les formalités d'inscription des enfants d'âge scolaire qui ne fréquentent pas une école de jour. Les numéros de téléphone et l'adresse du CFI figurent à la page 1 de la présente brochure.

Première partie Renseignements généraux

Les études indépendantes, est-ce pour vous?

Services offerts par le CEI

Cours gratuits

- Vous pouvez suivre gratuitement un cours du CEI.

- Les leçons, les manuels et presque

tout le matériel vous sont prêtés.

- Vous les renvoyez dès que vous avez

fini votre cours ou que vous décidez

de l'abandonner.

- Pour la plupart des cours, vous

n'aurez à payer que les frais de poste

pour faire parvenir vos travaux à

votre enseignant ou à votre

enseignant.

Orientation

- Le CEI met à votre service des orient-
teurs qui peuvent vous aider à

choisir vos cours.

- Les orienteurs peuvent vous aider à

planifier vos études.

- Vous n'avez qu'à téléphoner, écrire

ou vous présenter à nos bureaux. Les

numéros de téléphone et l'adresse

sont indiqués à la page 1 de la

présente brochure.

Des enseignants qualifiés

- Vos devoirs sont corrigés sans frais
par un enseignant ou une ensei-
gnante qualifiée(e). Il ou elle vous aide

et vous suit dans vos efforts.



Première partie
Renseignements
généraux

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La vente de matériel didactique

On peut acheter le matériel didactique de certains cours élaborés par le CEI. L'achat du matériel didactique ne comprend pas les manuels, l'annotation des devoirs, le tutorat, les tests ou examens, la remise de certificat ni les guides de correction.

Pour obtenir plus de renseignements, consulter les brochures qui décrivent ces services plus en détail. On peut se procurer ces brochures en écrivant ou en téléphonant au CEI.

En plus des brochures et de ce guide, le CEI publie le dépliant suivant :

Un crédit bien mérité

Les programmes et services offerts aux adultes par le CEI y sont brièvement décrits.

Si vous voulez obtenir plus de renseignements sur les services décrits dans ce guide, vous pouvez téléphoner ou écrire au :

Centre d'études indépendantes

909, rue Yonge

Toronto (Ontario)

M4W 3G2

Heures d'ouverture :

8 h 30 à 17 h

(du lundi au vendredi)

Vous pouvez composer sans frais les

numéros suivants. Dans la région de

Toronto, composez le (416) 965-1231;

dans les localités dont l'indicatif régio-

nal est le 807, composez le 0 et deman-

dez le Zénith 65030. Dans les autres

régions de l'Ontario, composez sans

frais le 1-800-387-0060. Le numéro du

télécopieur est le (416) 965-7644.

Le Centre d'études indépendantes fournit en outre les services suivants :

Cours pour élèves âgés de moins de

seize ans

Les jeunes Ontariens d'âge scolaire qui ne peuvent fréquenter l'école pendant une période d'au moins trois mois peuvent être admissibles aux cours du CEI dans le cas de maladie prolongée, s'ils résident dans un centre isolé en Ontario, ou s'ils sont temporairement absents du Canada.

Un comité sur l'apprentissage para-
léle dirigé pour élèves dispensés de fré-
quentation scolaire peut recourir aux
services du Centre d'études indépen-
dantes pour répondre aux besoins de
ces élèves.

Important

Veuillez lire ce guide avant de faire votre demande d'inscription à un cours du Centre d'études indépendantes (CEI). Le personnel du CEI est prêt à vous aider, mais il vous appartient de bien choisir vos cours.

Centre d'études indépendantes

Guide de l'élève 1988-1989

Cours par

correspondance



Ministère
de
l'Éducation
Ontario

Chris Ward, ministre
Bernard J. Shapiro, sous-ministre